

BULLYING AND HARRASSMENT POLICY

Policy statement:

Projecting Success will provide and sustain a safe working environment in which everyone is treated fairly and with respect. Those working or dealing with Projecting Success must not encounter harassment, intimidation or victimization based on gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic.

Purpose:

To encourage and maintain good employee relations within a working environment which fosters teamwork and encourages employees to give their best. Everyone within Projecting Success and those who have dealings with Projecting Success have a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others.

In addition to the obligations placed upon both employers and employees by the Equality and Human Rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively competently and confidently.

Projecting Success will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

Legal Framework:

- **Equality Act 2010**
- **Human Rights Act 1998**

Our responsibility:

- Everyone carries a personal responsibility for his or her own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy.
- Each person has a responsibility to report any instance of bullying or harassment that they witness, or which comes to his or her attention. Employees have a responsibility to act as role models, proactively addressing instances of bullying and harassment. Senior staff should also make them aware of their responsibility.
- Harassment may be defined as any conduct which is: -
 - Unwanted by the recipient.
 - It is considered objectionable.
 - It causes humiliation, offence, distress or other detrimental effects.
- Harassment may be an isolated occurrence or repetitive. it may occur against one or more

Sign off:	Jan-25	Version:	5	Review Date:	Jan-26	Owner:	DM
------------------	--------	-----------------	---	---------------------	--------	---------------	----

Individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
 - Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
 - Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities.
- Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour, which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to:
- Conduct that is intimidating, physically abusive or threatening.
 - Conduct that denigrates ridicules or humiliates an individual, especially in front of colleagues.
 - Humiliating an individual in front of colleagues.
 - Picking on one person when there is a common problem.
 - Shouting at an individual to get things done.
 - Consistently undermining someone and their ability to do the job.
 - Setting unrealistic targets or excessive workloads.
 - “Cyber bullying” i.e. bullying via e-mail. (This should be borne in mind where employees are working remotely and are managed by e-mail. Care and sensitivity should be practiced regarding the choice of context and language).
 - Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines.

Harassment and Bullying may be summarized as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

Referral procedure:

- Any complaints of bullying and/or harassment, or information from staff/learners relating to such complaints, will be dealt with fairly, confidentially and sensitively.
The procedure for this is below.

Sign off:	Jan-25	Version:	5	Review Date:	Jan-26	Owner:	DM
------------------	--------	-----------------	---	---------------------	--------	---------------	----

How to make a complaint

The complaint can be made verbally or in writing to your Tutor. This person may decide the complaint would be best dealt with through the grievance procedures and therefore should advise the complainant of this and assist them through the process.



How to respond to a complaint of bullying and/or harassment

The complaint will be investigated promptly and objectively. Every complaint will be taken seriously and the investigation will be objective and independent. Due to the sensitivity of the issue all investigations and conclusions must be completed within two weeks from the date of the original complaint.



Informal Approach

In some cases, it may be possible to rectify matters informally. Sometimes people are not aware that their behaviour is unwelcome, and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease. It may be the individuals will choose to do these themselves, or they may need support from a manager or colleague.

Formal Approach

Where an informal resolution is not possible, the investigating manager may decide the matter is a disciplinary issue that needs to be dealt with formally through the disciplinary procedure.



To whom it may concern:

I can confirm as a member of the Senior Leadership Team that I fully agree with the content of this policy as part of the annual review.

Name: David Matthews

Position: Apprenticeship Operations Manager

Signature:

Sign off:	Jan-25	Version:	5	Review Date:	Jan-26	Owner:	DM
------------------	--------	-----------------	---	---------------------	--------	---------------	----