

1. Purpose

1.1 The purpose of this policy is to set out the principles to be followed to ensure a consistent and effective approach to managing incidents of bullying and harassment within More Training.

2. Scope

2.1 This policy applies to all staff, learners, contractors and third-party agents involved with More Training.

3. Policy Statement

- 3.1 More Training is committed to creating and maintaining a working and learning environment that is safe, secure and free from any form of harassment or bullying for all learners and staff.
- 3.2 More Training recognises that without such a commitment, any individual, through no fault of their own, could be subjected to such unacceptable behaviour.
- 3.3 As harassment or bullying is unacceptable behaviour at More Training and will not be tolerated, any proven instances of either will be treated as instances of misconduct or gross misconduct under the Disciplinary Policy which explains learners' rights and responsibilities.

4. Definitions

4.1 Harassment is against the law as defined in the Equality Act 2010. Bullying and harassment is behaviour that makes someone feel intimidated or offended. It may take place because of any issues relating to the following:

- Race (national origins, colour or nationality)
- Gender, marital status or family circumstances
- Disabilities and learning needs or difficulties
- Criminal record

- Trade union membership and activity
- Sex
- Age
- Sexual orientation
- Gender reassignment
- Marriage and Civil partnerships
- Pregnancy and maternity
- Family background
- Religious beliefs, non-beliefs and/or political beliefs
- Spreading malicious rumours

4.2 Harassment is any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem. The following list does not aim to define all unacceptable behaviour, but to give an idea of sort of things that would be considered to be harassment:

- Telling inappropriate jokes
- Making offensive and abusive remarks
- Insulting or nicknaming, comments and actions
- Isolation or 'cold-shouldering' of individuals
- Sending offensive text messages or unwanted emails or attachments
- Making unwanted and deliberate physical contact

4.3 Bullying is very similar to harassment and involves persecution of the victim through intimidating, unfair, sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened. It may be:

- Offensive, intimidating, malicious or insulting behaviour through means that undermine, humiliate, unfairly criticise or injure the recipient
- An abuse or misuse of power including verbal or physical threats or violence
- Deliberate withholding of knowledge or information
- Shouting
- Setting unrealistic targets
- Ridicule of the recipient's work, ideas opinions, appearance or behaviour
- Deliberate occupation of public, shared space or communal areas to routinely exclude others or make them feel uncomfortable
- Spreading malicious rumours
- Unfair treatment
- Picking on someone
- Undermining a competent worker

4.4 Both harassment and bullying may be:

- single 'one-off' incidents
- a series of incidents taking place over a period of time
- committed by individuals
- committed by groups.

5. Principles

5.1 Bullying and harassment are unacceptable at More Training and equality of opportunity is everyone's concern and everyone's responsibility.

All learners and staff are responsible for creating a safe learning environment, free of bullying or harassment.

- 5.2 All learners and staff should take action to stop unfair treatment, they have a duty not to ignore, condone by their silence or collude with acts of harassment or bullying.
- 5.3 Any incident that infringes your own or another person's rights should be reported confidentially.
- 5.4 If you are experiencing harassment or bullying or have witnessed any, you may wish to talk in confidence to someone who will be able to help. This might be your manager, your trainer or your assessor.

6. Staff Responsibilities

- 6.1 Every member of staff has a responsibility to treat all learners with dignity and respect and to ensure their own conduct does not cause offence or misunderstanding.
- 6.2 Trainers and Assessors have particular responsibility to support their learners through investigation into any allegations of bullying and/or harassment.
- 6.3 All staff who witness acts of bullying or harassment, or who are approached in confidence by learners who are being bullied or harassed or by learners who have witnessed such actions, have a duty to take action in line with this policy to prevent the reoccurrence of these acts.

7. Learner complaint against learner

- 7.1 Any learner wishing to report an incident about another More Training learner should in the first instance speak to their Trainer or Assessor or any other member of More Training staff.
- 7.2 The More Training member of staff will record relevant details from the victim, witnesses and perpetrator.
- 7.3 These statements will be forwarded to the More Training General Manager who will follow the More Training Complaint Procedure.

- 7.4 More Training's zero tolerance stance means that incidents should be dealt with as quickly as possible. Every effort will be made to ensure the safety of the victim whilst undertaking training with More Training.
- 7.5 In severe cases, the perpetrator or perpetrators may be suspended following further investigation or consideration of evidence. Police involvement may also be considered.
- 7.6 Every effort should be made to enable the perpetrators receive awareness raising sessions about harassment and bullying.

8. Learner complaint against Staff

- 8.1 Where a learner wishes to make a complaint about a member of staff, they should put this in writing to the More Training General Manager who will follow the Complaints Procedure.

9. Staff complaint against Staff

- 9.1 Where a member of staff wishes to make a complaint about another member of staff, they should put this in writing to the More Training General Manager, or any senior manager, who will follow the Complaints Procedure.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.