

## Harassment and Bullying Policy Statement for Learners

Access Training is committed to treating everyone fairly and with dignity.

Access Training will not tolerate the harassment or bullying of any learners, staff member or anyone else either by an individual, group or third party (people we do not employ).

'Harassment' is any unwanted contact or behaviour including behaviour you find offensive even if it is not directed at you.

'Bullying' can be either physical (e.g. violent behaviour, spitting, damaging personal possessions) or emotional (e.g. continual teasing, insulting or hurtful comments regarding:

- gender,
- marital status (including civil partnerships)
- race
- ethnic origin
- nationality
- national origin
- disability
- sexual orientation (including Lesbian, Gay, Bisexual and Gender reassignment)
- religious belief
- age
- offender status
- care responsibilities
- association with someone in the above categories
- perception that you are in the above categories.

This includes comments on social networking sites, text and email. All of these things can make a person feel uncomfortable, upset and depressed, and this can have an effect on that person's work and personal life.

Access Training will do all it can to ensure that you do not suffer any harassment or bullying during your time with us, whether that is within our training centre or at your work placement. If you feel that you, or any other individual, are being

harassed or bullied we encourage you to speak to the Safeguarding Manager or any member of staff who will then make sure that it is investigated.

As a learner with Access Training, you should be aware that if you harass or bully another individual (this includes behaviour others might find offensive), including a member of staff, following an investigation disciplinary action **may** be taken against you (which could result in your being removed from your training programme).

If you have any questions about anything mentioned in this policy, please talk to any staff member.

### **Victimisation**

Access Training will not tolerate victimisation, which is your being treated badly because you have or thought to have supported a complaint or raised a grievance linked to the categories listed on page 1. Further information can be found in EO5.

Posters regarding harassment and bullying can be found in every training room.

Cleared for signature by originator <input checked="" type="checkbox"/> (please tick)	Checked for Impact Assessment <input checked="" type="checkbox"/> Date assessed: 13.07.10 (please tick)
Signature:	Date: