



EO02 - Harassment and Bullying Policy (Learner)

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). This includes contractors, agency workers, the self-employed or ex-employees. This policy also applies to work related functions which are held outside of normal working hours, either on or off our premises, such as Christmas parties, leaving celebrations, working lunches, etc.

'Harassment' involves subjecting individuals to conduct which is unwanted and where the conduct has the purpose or effect of:

- violating the victim's dignity, or
- creating an environment that is intimidating, hostile, degrading, humiliating or offensive to the victim, even if it is not directed at them.

'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.



EO02 - Harassment and Bullying Policy (Learner)

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 EO05.

Access Training takes these matters very seriously. However, malicious complaints of harassment and/or bullying can have a serious and detrimental affect upon a colleague and the workplace generally. Any unwarranted allegation of harassment and/or bullying made in bad faith may be dealt with via the disciplinary policy. We are sure that all employees appreciate that this is necessary to protect the integrity of this policy.

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

Title	Code
Harassment and Bullying Policy (Learner)	EO02
Publication Date / Date of Update	Version Number
January 2017	1.7
Originator	Checked for Impact Assessment
Name: Duncan Hembury	Assessor(s): Duncan Hembury
Date: 26.09.18	Date Assessed: 26.09.18
Authorised by Managing Director	Authorised by Board of Directors
Name / Signature: Corrina Hembury	Name / Signature:
Date: 26.09.18	Date:
Associated Policies	
EO05 - Victimisation Policy	
Associated Forms	
-	