HARASSMENT AND BULLYING POLICY

General

1. The aim of this policy is to assist in developing and encouraging a working environment and culture, in which harassment and bullying is known to be unacceptable and where you have the confidence to deal with harassment without fear of ridicule or reprisal.

2. This policy is also in place to ensure that everyone understands what is meant by bulling and harassment, and if it does occur, adequate procedures are readily available to swiftly deal with problems and prevent them re-occurring. The policy is for all Sheldrake Training employees and learners (apprentices) alike.

3. Sheldrake Training will not condone or tolerate any form of harassment, whether engaged in by employees, or by outside third parties who do business with the Company, such as customers, contractors, and suppliers. Learners are also covered under this policy.

4. Incidents of harassment will be regarded extremely seriously and can be grounds for disciplinary action.

5. The Company will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees or any Sheldrake Training learners.

What is Harassment?

6. Harassment is any behaviour that is unwelcome, unreciprocated or offensive to the individual receiving it. It can be persistent, or it can take the form of an isolated incident. It can be directed to one person or a group of people. It can involve physical contact or be verbal, written, or silent.

7. Harassment or bullying is not dependent on an intention to cause distress or hurt but is assessed by the impact the behaviour has on the recipient. As a result, it is possible that behaviour that is acceptable to some employees may cause embarrassment, distress or anxiety to others. It is recognised, therefore, that harassment or bullying relates essentially to the perceptions and feelings of the recipient.

8. Examples of unacceptable behaviour include, but are not limited to, the following:

   Leering, ridicule, embarrassing remarks or jokes, unwelcome comments about dress or appearance, offensive use of pin-ups or pornographic pictures, verbal bullying, intimidation, deliberate abuse, repeated and/or unwanted physical contact, demands for sexual favours or physical assaults.

9. This policy deals with situations where you are being harassed or bullied by colleagues, subordinates, managers or supervisors. Learners, soldiers and contractors may be involved, either as harassers or recipients and others who are present can sometimes be affected as adversely as those directly involved.

10. Individuals can be harassed for a number of reasons including age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

What is bullying?

11. Bullying is often a form of harassment and may manifest itself in many ways. It is usually persistent and carried out by a manager, colleague or group of people to another individual. It is insidious and often undermines the ability and confidence of the person who is suffering it. It can lead to fear, demotivation, isolation, poor concentration, reduced output, symptoms of stress and high sickness absence levels.

Responsibilities – Managers

12. Managers must be alert to the possibility of harassment or bullying occurring.

13. Managers must use judgment to correct standards of conduct which may be seen as offensive.

14. Managers must provide a supportive framework for an individual with a complaint of harassment.

15. Managers must take prompt action to deal with a complaint as soon as it has been identified in a sympathetic, sensitive, serious and confidential manner.

16. Managers must take disciplinary action where appropriate.

Responsibilities - Employees

17. You must ensure that your behaviour is appropriate to the workplace and does not contribute to an environment in which harassment or bullying is either condoned or encouraged.

18. You should challenge offensive behaviour or bring it to the notice of management and support any colleague who is being harassed or bullied.

Responsibilities - Learners

19. You must ensure that your behaviour is appropriate to the workplace and does not contribute to an environment in which harassment or bullying is either condoned or encouraged.

20. You should challenge offensive behaviour or bring it to the notice of management and support any colleague or learner who is being harassed or bullied.

Procedure

21. **Informal Complaint**. If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser.

22. **Formal Complaint**. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of HR as a formal written complaint.

23. **Process**. The following process will be applied to all reports of harassment or bullying:

a. All allegations of harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a written witness statement setting out the details of your complaint.

b. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, the Company must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation. For example, the identity of the complainant and the nature of the allegations must be revealed to the alleged harasser so that he or she is able to fairly respond to the allegations.

c. Once the investigation has been completed, you will be informed in writing of the outcome and the Company's conclusions and decision as soon as possible. The Company is committed to taking appropriate action with respect to all complaints of harassment which are upheld. If appropriate, disciplinary proceedings will be brought against the alleged harasser. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our disciplinary appeal procedure.

d. If the complaint is upheld and the harasser remains in the Company's employment, the Company will take all reasonable steps to ensure that you do not have to continue working alongside them if you do not wish to do so. The Company will discuss the options with you.

e. If the complaint is not upheld, arrangements will be made for you and the alleged harasser to continue or resume working and to repair working relationships. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

f. If you bring a complaint of harassment, you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is both untrue and has been brought with malicious intent; disciplinary action will be taken against you

Disciplinary Procedure

24. Anyone who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Company's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render you liable to summary dismissal. In addition, line managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Company's disciplinary procedure.

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