HARASSMENT, BULLYING AND VICTIMISATION POLICY

Policy Statement

Straight A Training is committed to providing a safe, inclusive, respectful and professional working and learning environment for all employees, learners, contractors, associates, volunteers and visitors.

We have a zero-tolerance approach to bullying, harassment, discrimination, victimisation or any behaviour that may undermine the dignity, wellbeing or confidence of another person.

All individuals have the right to be treated with dignity and respect and to work and learn in an environment free from intimidation, hostility, humiliation, degradation or offence.

Any complaints of harassment, bullying or victimisation will be taken seriously, investigated promptly and addressed appropriately.

1. Purpose

The purpose of this policy is to:

- Prevent bullying, harassment and victimisation.
- Promote a respectful and inclusive culture.
- Provide clear reporting and investigation procedures.
- Protect staff and learners from unacceptable behaviour.
- Support compliance with legal and regulatory requirements.
- Ensure concerns are managed fairly and consistently.

2. Scope

This policy applies to:

- Employees.
- Directors and senior leaders.
- Tutors, trainers and assessors.
- Contractors and consultants.
- Learners.
- Visitors.
- Employers participating in apprenticeship or training programmes.

The policy applies:

- In the workplace.
- During training activities.
- During business travel.
- At work-related events.
- During online learning.
- On social media where behaviour impacts the organisation or its members.
- Through emails, messaging platforms and digital communication.

3. Legal Framework

This policy supports compliance with:

- Equality Act 2010.

- Employment Rights Act 1996.
- Health and Safety at Work etc. Act 1974.
- Protection from Harassment Act 1997.
- Human Rights Act 1998.
- ACAS Code of Practice on Disciplinary and Grievance Procedures.

4. Definitions

Bullying

Bullying is unwanted behaviour that intimidates, undermines, humiliates or injures another person.

Bullying may be:

- Verbal.
- Physical.
- Psychological.
- Social.
- Online.

Examples include:

- Persistent criticism.
- Offensive jokes.
- Insults or name-calling.
- Excluding someone from activities.
- Spreading rumours.
- Abuse of authority.
- Unreasonable workloads or deadlines.
- Deliberately undermining performance.

Bullying can be a one-off incident or a pattern of behaviour.

Harassment

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Har

Harassment and Bullying Policy

1. Policy Statement

Straight A Training is committed to providing a safe, inclusive, respectful, and supportive environment for all employees, learners, apprentices, employers, contractors, visitors, and partners. Harassment, bullying, victimisation, and any form of inappropriate behaviour will not be tolerated.
Everyone associated with Straight A Training has the right to be treated with dignity and respect and has a responsibility to contribute to a positive and professional learning and working environment.

2. Purpose

This policy aims to:

- Prevent harassment and bullying within the organisation.
- Promote a culture of respect, equality, and inclusion.
- Provide clear procedures for reporting concerns.
- Ensure complaints are investigated fairly, sensitively, and promptly.
- Protect individuals from victimisation when raising genuine concerns.

3. Scope

This policy applies to:

- Employees and managers.
- Apprentices and learners.
- Contractors, consultants, and agency workers.
- Employers and workplace mentors involved in apprenticeship programmes.
- Visitors and any individual representing or engaging with Straight A Training.

The policy applies in all work-related and training-related situations, including:

- Offices and training centres.
- Employer premises.
- Online meetings and virtual classrooms.
- Email, telephone, messaging platforms, and social media where connected to work or training activities.
- Work-related travel, events, and social functions.

4. Definitions

Harassment

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
Harassment may relate to protected characteristics including:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Examples include:

- Offensive jokes, comments, or gestures.
- Insults, ridicule, or intimidation.
- Displaying offensive material.
- Unwanted physical contact.
- Repeated inappropriate messages or communications.
- Discriminatory remarks relating to a protected characteristic.

Bullying

Bullying is unwanted behaviour that is offensive, intimidating, malicious, insulting, or an abuse of power that undermines, humiliates, or injures an individual.
Examples include:

- Persistent criticism or humiliation.
- Excluding someone from activities or communication.
- Spreading malicious rumours.
- Shouting, threatening, or aggressive behaviour.
- Excessive monitoring or unfair treatment.
- Cyberbullying through emails, messages, or social media.

5. Responsibilities

All Employees and Learners

Must:

- Treat others with dignity and respect.
- Refrain from behaviour that could be regarded as harassment or bullying.
- Challenge or report unacceptable behaviour where appropriate.
- Cooperate with investigations.

Managers and Supervisors

Must:

- Lead by example.
- Take complaints seriously.
- Act promptly when concerns are raised.
- Ensure no individual is victimised for reporting concerns.

Senior Management

Must:

- Promote an inclusive culture.
- Ensure this policy is implemented effectively.
- Review complaints and outcomes to identify trends and improvements.

6. Reporting Concerns

Anyone who believes they have experienced or witnessed harassment or bullying is encouraged to report the matter as soon as possible.
Concerns may be raised by:

1. Speaking directly with the individual involved, where appropriate.
2. Reporting the matter to a line manager.
3. Reporting to Human Resources or a designated safeguarding lead.
4. Following the organisation's grievance or safeguarding procedures where applicable.

Reports will be treated confidentially wherever possible.

7. Investigation Process

Straight A Training will:

- Acknowledge complaints promptly.
- Conduct a fair and impartial investigation.
- Speak with relevant parties and witnesses.
- Keep appropriate records.
- Inform the parties involved of the outcome where appropriate.

All individuals involved will be treated fairly and respectfully throughout the process.

8. Victimisation

No individual will suffer detrimental treatment because they have:

- Raised a concern.
- Made a complaint in good faith.
- Assisted in an investigation.
- Acted as a witness.

Victimisation may result in disciplinary action.

9. Malicious Complaints

Complaints made in good faith will always be taken seriously. However, deliberately false or malicious allegations may be dealt with under disciplinary procedures.

10. Disciplinary Action

Harassment, bullying, victimisation, or related misconduct may result in disciplinary action up to and including:

- Formal warnings.
- Removal from training programmes.
- Termination of employment or engagement.
- Referral to relevant external authorities where appropriate.

11. Confidentiality

All complaints and investigations will be handled as confidentially as possible. Information will only be shared with those who need to know in order to investigate and resolve the matter.

12. Review

This policy will be reviewed periodically to ensure it remains effective, compliant with legislation, and reflective of best practice.

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