



Anti-Bullying and Anti-Harassment Policy

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1 Purpose:

As a leading provider of education and training and a holder of public and private funds, Educ8 Training Group incorporating Haddon Training ('Educ8') and its sub-contractors have a duty to ensure that learners, staff and other stakeholders are able to work and learn in a safe environment which is free from bullying and harassment.

The purpose of this policy is to set out Educ8's commitment to fulfilling its duty in providing a safe environment for learners, staff and others.

2. Scope:

This policy relates to employment practices and education and training both within the organisation and within the client groups it supports. This policy applies to employees, learners, employers, visitors and sub-contractors. This policy cannot be viewed in isolation and must be read in conjunction with the following policies:

- Educ8 Equality, Diversity & Inclusion policy
- Educ8 Safeguarding policy
- Educ8 Complaints policy
- Educ8 Grievance policy
- Educ8 Whistleblowing Policy

Bullying and harassment of any kind is a serious issue which can affect people's health, work performance, promotion, job prospects, learning and achievement. Educ8 and its sub-contractors are committed to eliminating all forms of intimidation, bullying or harassment, wherever they are identified.

This applies to bullying and harassment relating to the nine protected characteristics of:

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

This policy is designed to effectively meet the following aims:

2.1 To raise awareness of the impact of bullying and harassment in its various forms by:

- Ensuring that all staff are fully aware of their responsibilities and policies and procedures in place
- Providing information to learners through the Learner Handbook

2.2 To ensure vigilance in the identification of bullying and harassment in its various forms through:

- Observations of teaching, learning and assessment.
- Providing channels for learners, employees and others to raise concerns in a safe and supportive manner

2.3 To provide a clear commitment to learners through:

- Consistent application of this policy and reporting procedures
- Ensuring that all instances/ allegations of bullying or harassment, receive either informally or formally, are dealt with promptly, sensitively, fairly, objectively, confidentially and seriously, through the established procedure
- Ensuring that the policy is made available at all delivery venues and that, when required, the contents are explained to learners and other users
- Supporting learners to report any instances of bullying and harassment

3. Impact on the Learner:

The implementation of this policy will ensure that all learners are able to complete their learning programmes in a safe environment free from bullying and harassment.

4. Definitions:

4.1 Bullying is the intimidation or belittling of someone through the misuse of power or position that leaves the targeted individual feeling hurt, upset, vulnerable, fearful, isolated or helpless.

4.2 Harassment can be described as unwanted conduct that affects the dignity of women or men in or around their place of study or work; it encompasses unwelcome physical contact, verbal or non-verbal communication or behaviour that worries, troubles or torments any individual. It may also be defined as an act or behaviour that denigrates, ridicules, excludes or intimidates.

4.3 Sexual harassment is defined as “any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, undertaken with the intention of effecting or violating the dignity of a person”. This is particularly prevalent when done with the purpose of “creating an intimidating, hostile, degrading, humiliating or offensive environment.”

4.4 Racial harassment is any unwelcome or hostile act or series of acts carried out by a person wholly or partly because of the racial origin of the targeted individual or group, which is perceived by the recipients to be racially offensive.

4.5 Disability harassment is unwanted conduct based on or around a perception of an individual's disability that affects the dignity, confidence levels or opportunities in or around their place of study.

Harassment or bullying may include:

- Physical – actual assault, threatening gesture or other aggressive or offensive behaviour
- Verbal – spoken, textual or pictorial words or images which are threatening, defamatory, humiliating, abusive, sexually suggestive or racially offensive, including malicious gossip, comment, jokes or banter
- Non-verbal – isolation, exclusion or segregation; abuse of power, removal of responsibility,

behaviour which undermines confidence or unfair sanctions

Harassment may be an isolated or repeated occurrence against one or more individuals. It may equally be part of a pre-meditated campaign of some of the behaviour described above.

It is not the intention of the perpetrator of the bullying or harassment that is of primary concern, but rather the conduct itself and its impact on the recipients which constitute bullying or harassment.

Equality is about creating a fairer society where everyone can participate and has the same opportunity to fulfill their potential. Equality is backed by legislation designed to address unfair discrimination based on membership of a particular group.

5. Legal and Regulatory Framework:

Educ8 is fully aware of its obligations within the following legal framework and is committed to meeting its legal requirements.

- Children's Act 1989
- Welsh Language Act 1993
- Human Rights Act 1998
- Equal Pay Act (EPA) 1970 (Amendment) Regulations 2003
- The Equality Act 2010
- Well-being of Future Generations (Wales) Act 2015

Educ8 will ensure compliance with the requirements of any future legislation.

6. Responsibilities:

The following outlines the requirements of Educ8, however they may be adapted to suit individual organisational structures without diluting the overarching responsibility.

6.1 *The Board of Directors has responsibility for:*

- Ensuring Educ8 fully meets its legal requirements
- Ensuring the policy meets the requirements of relevant legislation
- Ensuring effective implementation and monitoring of the policy
- Ensuring the policy is reviewed and that all employees receive appropriate training

6.2 *The SMT has responsibility for:*

- Providing a consistently high-profile lead on all issues contained within the policy
- Ensuring all aims and objectives of the policy are effectively implemented
- Ensuring all employees are fully aware of their individual and collective responsibilities
- Providing appropriate training and development activities to ensure employees have the skills and knowledge to support this policy
- Ensuring that appropriate action is taken against anyone found to be in breach of the content of this policy

6.3 *Managers have responsibility for:*

- Proactively communicating commitment to this policy to learners, employers, employees and external stakeholders
- Ensuring their team members are made aware of their responsibilities and are provided with appropriate training and support
- Taking action against any identified bullying and harassment following the appropriate procedures

6.4 All employees have responsibility for:

- Remaining vigilant to potential bullying and harassment
- Effectively identifying and challenging bullying behaviour
- Ensuring own conduct cannot be perceived as bullying or harassment
- Challenging and reporting any bullying or harassment identified following the appropriate procedures
- Speaking out if they witness or are aware of discrimination, bullying, unfair treatment or harassment
- Supporting learners to address any bullying and harassment they may experience as appropriate

6.5 All learners have responsibility for:

- Taking equal responsibility in ensuring that we create a learning environment where people are valued and respected
- Effectively challenging any form of bullying or harassment
- Speaking out if they witness or are aware of discrimination, bullying, unfair treatment or harassment

7. Communication:

This policy and any updates will be disseminated to all Educ8 and its sub-contractors employees through team meetings and will be made available on the HR system. All new employees will be advised of this policy as part of initial induction.

Employers and learners will be provided with access to this policy in an appropriate format.

This policy will be made available bilingually and in large print upon request.

8. Learner reporting procedure:

- The company'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 on a training programme.
- Any learner wishing to report an incident that takes place whilst on site or during a session facilitated by Educ8 staff about another learner should, in the first instance, speak to their trainer coach.
- Trainer Coaches can also register a learner's concern on a Cause for Concern and forward these to the safeguarding officer to be addressed in line with safeguarding procedures.
- Where a learner wishes to raise an issue regarding bullying in the workplace they should follow their companies relevant anti-bullying/whistleblowing policy and procedure.
- Where a learner wishes to raise an issue regarding a member of staff the complaints policy

and procedure will be followed.

9. Employee reporting procedure:

Where an employee wishes to lodge a complaint about a member of staff, then the employee should speak to their line manager and follow the HR – Harassment and Bullying (Dignity at Work) Policy. Any such reports will be investigated accordingly.

10. Complaints:

Educ8 and its sub-contractors will not tolerate abuse, prejudice, harassment or bullying and will use the appropriate disciplinary procedures to investigate and address any complaints. All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the Educ8 Complaints Policy and Procedure

11. Monitoring and Review processes:

This policy will be routinely reviewed on an annual basis or when there are changes to regulatory requirements. Reviews will be undertaken by Educ8 SMT.

