

**BULLYING
AND
HARRASSMENT
POLICY**



BULLYING AND HARASSMENT POLICY AND PROCEDURE

1. PURPOSE

- The College is committed to supporting the principle of equal opportunities and opposes all forms of discrimination. Bullying and Harassment are forms of unlawful discrimination.
- All employees and students of the College have the right to be treated with dignity and respect. All employees and students of the College are required to behave in a way that does not cause offence to others, in accordance with the Equality and Diversity Policy.
- This policy applies not only to interaction whilst in the College, but extends to time spent travelling whilst on business, on training courses, conferences and work-related social events with colleagues and on college trips.

2. PRINCIPLES

- All employees and students must ensure that the College's Bullying and Harassment Policy is adhered to at all times. Disciplinary action will be taken against any employee or student who acts in breach of this Policy.
- Employees, students, clients, individuals working within the College or other people in connection with the College's activities are assured that they will not be victimised for bringing a complaint. It is recognised that harassment and bullying can occur at any level within the organisation.

3. DEFINITION

- Harassment is any unwanted conduct (verbal, non-verbal or physical) which has the purpose of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- Bullying is any persistent behaviour, directed against an individual, which is intimidating, offensive or malicious and which undermines the confidence and self-esteem of the recipient.
- The following types of behaviour may amount to harassment or bullying. The list below gives examples only and is not exhaustive.
 - Suggestive or offensive language, comments, gossip or jokes;
 - Unwanted physical contact, whether or not of a sexual nature;
 - Suggestive or offensive gestures;
 - Isolation or ostracism;
 - Insults, ridicule or teasing;

- Humiliating, demeaning, threatening or persistently criticising an individual directly or indirectly;
 - Unfair allocation of work or responsibilities;
 - Spreading malicious rumours;
 - Electronic harassment, eg text messaging, e-mails, chat rooms, chat lines, etc.
 - Making unfounded threats or comments about job security.
- In determining whether harassment or bullying has occurred, an investigation shall take due account of whether the alleged actions or behaviour are viewed as demeaning and unacceptable to the recipient.

4. RESPONSIBILITIES

- It is the responsibility of all employees and students to comply with this policy and to treat all others with respect and dignity.
- Anyone found to have committed bullying or harassment will be dealt with under the College’s disciplinary procedures and in some cases this may result in summary dismissal or exclusion as appropriate.

<i>Author:</i>	<i>Vice Principal</i>
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This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.

PROCEDURES

Guidelines for dealing with harassment and bullying

