

Anti-Bullying and Harassment

Issue	Date	Sections Affected	Description of Change / Change Request Reference / Remarks	Amended by
9	12/09/2024	All	reviewed	SB
10	13/09/2024	All	Full Policy review addition of front page and version control	CC
11	18/11/2024	Harassment	Added in sexual Harassment.	CC

Policy Statement

Training Works is committed to creating and maintaining a safe, respectful, and inclusive working and learning environment for all employees, apprentices, and stakeholders. Bullying, harassment, and sexual harassment are unacceptable and will not be tolerated under any circumstances. This policy outlines the expectations for behaviour, the processes for reporting incidents, and the steps we will take to address and resolve complaints.

Scope

This policy applies to:

- All employees, contractors, and employers of Training Works.
- All apprentices and learners engaged in our training programs.
- Interactions within the workplace, during training sessions, at events, and on any company-provided platforms (e.g., virtual classrooms).

Definitions

Bullying

Unwanted, offensive, or malicious behaviour that undermines, humiliates, or intimidates an individual. This can be a single incident or a repeated pattern of behaviour.

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Examples include:

- Spreading malicious rumours.
- Excluding or isolating someone deliberately.
- Abuse of power or position.

Harassment

Unwanted conduct related to a protected characteristic under the Equality Act 2010 (e.g., age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation) that violates dignity or creates an intimidating, hostile, degrading, or offensive environment.

Examples include:

- Verbal abuse or offensive jokes.
- Physical intimidation or assault.
- Sending inappropriate messages or content.

Sexual Harassment

Sexual harassment is a specific form of harassment involving unwanted conduct of a sexual nature. It can include:

- Sexual comments, jokes, or gestures.
- Unwelcome physical contact, including touching or groping.
- Sharing sexually explicit content or making inappropriate requests.
- Comments or behaviours that create a sexualised, hostile, or offensive environment.

Training Works has zero tolerance for sexual harassment towards apprentices, learners, or staff.

Reporting Procedures

To ensure all complaints are handled promptly and fairly, Training Works has established the following process for reporting and managing cases of bullying, harassment, or sexual harassment:

Informal Resolution (Optional)

Where appropriate and safe to do so, individuals are encouraged to address the behaviour directly with the person involved to explain its impact. This step is not mandatory but can help resolve issues quickly.

Formal Reporting

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If the issue cannot be resolved informally or is of a serious nature, a formal report should be made.

Reports should include:

- Details of the incident(s), including dates, times, locations, and individuals involved.
- Any evidence, such as emails, messages, or witness statements.
- The impact of the behaviour on the individual.

Reports should be submitted to:

1. **Sector Lead:** The first point of contact for apprentices or employees to raise concerns. Responsible for ensuring the matter is documented and escalated as needed.
2. **Operations Manager:** Reviews the case in detail, conducts an initial assessment, and determines if further investigation is required.
3. **Operations Director:** Oversees the investigation process and ensures impartiality. Ensures appropriate measures are taken, including disciplinary action if necessary.

Investigation Process

1. **Acknowledgment:**
Complaints will be acknowledged in writing within five working days of receipt.
2. **Investigation:**
 - A designated investigator will be assigned to gather facts and interview relevant parties.
 - Confidentiality will be maintained to the greatest extent possible.
3. **Outcome:**
 - A written report summarising findings will be provided to the Operations Director.
 - The complainant and respondent will be informed of the outcome within ten working days of the investigation's conclusion.
4. **Actions Taken:**
If bullying, harassment, or sexual harassment is substantiated, actions may include:
 - Disciplinary measures up to and including termination of employment/engagement.

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- Training or mediation sessions.
- Additional monitoring or support for affected individuals.

Support for Individuals

- **Support Services:**
Complainants and respondents will have access to support services, such as counselling or mediation, if required.
- **No Retaliation:**
Retaliation against individuals who raise concerns or make complaints will not be tolerated. Any instances of retaliation will be addressed through disciplinary action.
- **Apprentices:**
Apprentices who experience bullying, harassment, or sexual harassment will receive additional support to ensure their training and wellbeing are safeguarded.

Monitoring and Review

Training Works will regularly review this policy to ensure its effectiveness and alignment with legal obligations, including any updates to the *Equality Act 2010* or guidance from relevant regulatory bodies. Feedback from employees and apprentices will be incorporated into the review process.

Remember: Bullying, harassment, or sexual harassment have no place at Training Works. If you are affected, please speak up. Help us maintain a safe, respectful, and inclusive environment for all.