**Bullying and Harassment Policy**

**1.0 Policy Statement**

Total Futures Ltd consider bullying and harassment of all kinds to be abhorrent.

We aim to ensure that all staff are treated, and treat others, with dignity and respect. Any member of staff found to be committing acts of bullying or harassment will be subject to the Misconduct Process.

**2.0 Application**

This policy covers bullying or harassment which occurs at work and out of the workplace, including on work trips or at work-related events or social functions.  This policy applies to all staff at all levels including employees, management, agency and casual workers, and independent contractors.

**3.0 What is Bullying?**

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.

**4.0 What is harassment?**

As defined by the Equality Act 2010, Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Sexual Harassment is unwanted behaviour of a sexual nature.

Protected characteristics under harassment law are:

* Age
* Disability
* Gender reassignment
* Pregnancy and maternity
* Race
* Religion or belief
* Sex
* Sexual orientation

**5.0 Examples of unacceptable behaviour:**

* spreading malicious rumours, or insulting someone by word or behaviour
* copying memos that are critical about someone to others who do not need to know
* ridiculing or demeaning someone – picking on them or setting them up to fail
* exclusion or victimisation
* unfair treatment
* overbearing supervision or other misuse of power or position

* unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions based on sexual advances being accepted or rejected.
* making threats or comments about job security without foundation
* deliberately undermining a competent worker by overloading and constant criticism
* Preventing individuals progressing by intentionally blocking promotion or training opportunities.

This list is not definitive and is for guidance purposes only.

**6.0 How Bullying and Harassment Occurs:**

* Face to face
* Written communications
* Visual images (embarrassing photos of colleagues or images of a sexual nature)
* Phone calls
* Emails

**7.0 What to do if I believe I am being Bullied or Harassed:**

In all instances, Total Futures Ltd will seek to resolve situations informally where appropriate. However, this may not be appropriate in all instances.

Please read the Total Futures Ltd Grievance Policy for further guidance or contact HR in complete confidence.

**8.0 Breaches of this Policy:**

All allegations of bullying and harassment will be taken with the upmost seriousness by the company and will be investigated and dealt with in accordance with the Misconduct Policy.

**Version Control**

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| **Version History** | **Content Changed** |
| 1 – July 2021 | Policy produced |
| 2 – June 2022 | Policy reviewed |
| 3 – June 2023 | Policy Reviewed |

**Review and Ratification**

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| **Next Review Date** | **Reason for Review** |
| June 2024 | Full review  |

**Dated:** June 2023

**Signed:** 

**Name:** Garry Brown

**Position:** Director of Skills