



**Bullying and  
Harassment Policy**

**2018/19**

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## **1.1 Policy Statement**

JTL is committed to a working and learning environment which is free from harassment, discrimination, victimisation and bullying, and in which no member of staff or learner feels under threat or intimidated.

In striving towards the achievement of such an environment, allegations of harassment and/or bullying made by an employee or learner will be taken seriously. JTL recognises that incidents of harassment and/or bullying can affect a person's work, morale and health, and therefore all complaints (informal or formal) will be dealt with promptly and the individual treated with respect at all times.

This Policy is implemented in conjunction with JTL's Equality and Diversity (JTL701), Safeguarding (JTL730) and Health and Safety (JTL803) Policies.

## **1.2 Introduction**

All employees and learners of JTL have a legal right to work in an environment free from harassment and discrimination; this includes all forms of abuse or violence. Behaviour which intimidates, threatens or affects a person's dignity at work is unacceptable and will not be tolerated.

JTL has a commitment to promote equality to all staff, learners and employers, and it is in the interest of all, and those responsible for training, to eliminate any actions that contribute to bullying or harassment.

## **1.3 Definitions**

### **Harassment – Protection from Harassment Act 1997**

Harassment is any behaviour that is unwanted in any of the protected characteristics as defined by the Equality Act 2010 as sex, race, disability, sexual orientation, religion or belief, age, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Harassment occurs where a situation or incident creates a humiliating, intimidating, degrading, hostile or offensive environment for the person who feels they have been harassed. This includes sexual harassment and unwanted conduct of a sexual nature, which can be unwanted verbal, non-verbal or physical contact of a sexual nature that has the purpose of violating a person's dignity.

### **Bullying**

Bullying includes offensive or insulting behaviour by another person which makes an individual feel threatened or taken advantage of. Bullying can also be the humiliation of a person – not necessarily as a result of a protected characteristic such as sex, race, disability, sexual orientation, religion or belief, age, pregnancy or maternity and marital status – but due to a less obvious reason, causing the individual to feel frightened or demoralised.

Common forms of bullying are verbal abuse, e.g. persistent taunting, criticising, physical violence, threats of a physical nature, public humiliation of an individual, homophobic bullying and cyber-bullying, which includes the misuse of mobile phones, social networking sites, file-sharing sites, emails and instant messaging etc.

#### **1.4 Impact of Bullying and Harassment**

The impact of such behaviours towards an individual includes absenteeism, which can be frequent or long-term; high staff turnover; stress symptoms such as anxiety, depression, panic attacks, aches and pains or a change in an individual's behaviour. This may be reflected in their work performance, through low morale, self-esteem or low confidence.

#### **1.5 Prevention of Bullying and Harassment**

Bullying and harassment will not be tolerated in the workplace. JTL has a duty of care towards staff and apprentices and everyone has a responsibility for contributing towards an environment free from harassment, bullying and discrimination.

If an individual is subjected to bullying or harassment, they have every right to report it to their manager without fear of repercussions and they will have the reassurance that their complaint/grievance will be treated seriously and without prejudice.

#### **1.6 Procedure of Reporting Incidents**

Any individual wanting to report an act of bullying or harassment should first speak to their Line Manager or JTL Training Officer or employer, who will then take appropriate action. The Equality and Diversity Officer will be notified of the incident and will support and guide in the carrying out of an investigation into the incident.

#### **1.7 Staff Responsibilities**

All staff who witness acts of bullying or harassment, or who are approached in confidence by colleagues or apprentices, have a duty to take action in line with this policy to prevent any reoccurrence of these actions.

#### **1.8 Monitoring and Reviewing**

JTL will monitor the implementation of this Policy in order to review its effectiveness and to ensure that staff, apprentices and employers are aware of their responsibilities.

#### **1.9 Responsibilities – as per Equality and Diversity Policy**

All staff, employers and learners will be made aware of this Policy and the procedures through an induction and subsequent training sessions or by discussions raised.

Overall responsibility for the implementation of this Policy will remain with JTL's Directors. It is the responsibility of staff, employers and apprentices to ensure they read this Policy, understand it and comply with it.

All JTL sub-contractors will be made aware of this Policy and their obligation to ensure it is upheld. Failure to uphold this Policy may result in disciplinary action.

JTL's disciplinary procedures will be followed where an employee is suspected of being involved in any inappropriate behaviour such as bullying, harassment or discrimination. This may include dismissal, depending on the nature of the incident, and any physical violation may be reported to the police by the individual or JTL.

## **2.0 Summary**

Bullying and harassment are serious matters and will be treated sensitively and in confidence. JTL will challenge the root causes of bullying and harassment through this Policy and practice.

JTL will, depending on the nature of the incident, use the Equality and Diversity Policy for guidance, providing good practice in the management of the JTL environment and will work towards eliminating discrimination.

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