

ANTI BULLYING & HARASSMENT POLICY

Martec Training recognises a duty of care to its participants, employees and volunteers and has developed the following policy and guidance to ensure that no person is subjected to bullying or harassment while they are in learning or working with Martec Training. Bullying or harassment is unwanted behavior which causes distress and pain to the victim. It can bring about fear and anxiety and creates an unpleasant environment for all. Bullying or harassment may be a 'one off' incident or may take place over a number of days or weeks. It can range from extremes, such as assault, to less obvious forms like ignoring someone. Other forms include:- physical contact, jokes, offensive language, gossip, slander, sending malicious letters, e-mails, text messages, social network communications, posters, graffiti, obscene gestures, isolation or non-co-operation and exclusion from social activities, coercion for sexual favors, intrusion by pestering, spying and stalking.

Anti - Bullying & Harassment Policy Statement

Martec Training believes that every individual should be treated with dignity and respect. Any form of bullying or harassment, whether intentional or unintentional, is totally unacceptable and must be challenged by anyone witnessing this behavior.

- We are all responsible for challenging bullying or harassment if we see it taking place. 'Unless you are part of the solution, you are part of the problem'.
- Bullying or harassment will be treated as a serious disciplinary offence, and it may result in dismissal for the individual - participant, employee or volunteer - who is guilty of acting in this way.
- In certain circumstances, bullying or harassment may be a criminal offence (for example if it is related to a person's ethnic background or their sex). Individual employees guilty of harassment or managers failing to investigate complaints effectively may be liable for their actions.

What to do if you are being bullied or harassed

A participant, employee or volunteer who feels that they are being bullied or harassed should not ignore or continue to suffer from the behavior which makes them feel uncomfortable.

If they feel able, the individual who is suffering from bullying or harassment, should tell the bully to stop. However where this approach has failed, or the type of bullying or harassment is more serious, the victim should make a formal complaint to a senior member of staff.

Martec Training has a number of procedures that may provide support and guidance (Grievance Procedures, Complaints Policies). However, the victim should not be overly concerned with procedures if they present a barrier to getting the matter addressed.

Anti- Bullying & Harassment Policy

We recognise that people who are being bullied or harassed may be helped by receiving

support and advice from someone outside of their own environment. For this reason, anyone who feels that they may be the victim of bullying or harassment may contact a Principal and or CEO. Any request for additional support will be treated sympathetically.

Allegations of bullying & harassment will be treated seriously and confidentially. The matter will be thoroughly investigated and dealt with as quickly as possible.

Procedure for dealing with complaints of bullying & harassment

Guidance for Managers (See also Disciplinary Policy & Procedures)

All allegations of harassment should be treated seriously and confidentially. A full investigation should be carried out by the Line Manager, where appropriate.

The Principal should be consulted when an allegation is received and an appropriate plan will be established to handle the case taking due consideration of the sensitive and confidential nature of the situation. It is important that any allegations of harassment are dealt with promptly and that time scales given should be observed.

The Investigating Manager should ensure that a detailed statement is provided by the victim. In some cases it may be appropriate for a statement to be taken by another person, e.g. the Principal. In some cases it would be sensible if this other person was someone of the same sex. Statements should also be taken / requested from any witnesses. (See advice on taking statements in Martec Training's Disciplinary Policy & Procedures).

After the allegation has been made and during any investigation, care should be taken to ensure that the complainant is able to continue working without embarrassment or anxiety. It may be that arrangements can be put in place to minimise contact between the two parties.

The manager conducting the investigation has to decide whether bullying & harassment has taken place and on the seriousness of the harassment.

In most cases, other than very minor incidents, if bullying or harassment has taken place disciplinary action should be taken. The action taken will depend on the seriousness of the harassment, see Martec Training's Disciplinary Procedure for guidance.

When the matter has been finalised, the victim should be informed of the action taken, where this is deemed appropriate. If the bully / harasser remains in employment, it is important to check that harassment has stopped and there has been no victimisation or retaliation towards the person who raised the matter.