

## **Quality System**



## **Policy Number**

HAS018

## **Policy Title**

Anti-Bullying & Harassment Policy

## 1. Introduction

This policy provides guidance to employees of NC Group Services Ltd, learners and stakeholders in ensuring all learners, staff other stakeholders against bullying and harassment, and outlines the responsibilities of all in ensuring that an individual's right to be treated with respect is always maintained.

## 2. Scope

- To raise awareness of the nature and the impact of bullying.
- To promote a consistent approach towards identifying, challenging, and responding to bullying
- To encourage all settings to promote a culture of openness to enable the existence of bullying to be acknowledged
- To promote the understanding that the management of bullying is the responsibility of us all

## 3. Definitions

- Harassment - aggressive pressure or intimidation.
- Bullying - seek to harm, intimidate, or coerce (someone perceived as vulnerable).
- Equality - the state of being equal, especially in status, rights, or opportunities
- Diversity - means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.
- Safeguarding - means protecting the health, wellbeing, and human rights of adults at risk, enabling them to live safely, free from abuse and neglect.

## 4. Responsibilities

- The overall responsibility for the implementation of this policy lies with the Directors.

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- Commitment to this policy is firmly supported by NC Group's Management team who will be responsible for monitoring implementation.
- All staff are expected to support this policy.

All members of staff are responsible for helping to ensure that individuals do not suffer any form of harassment or bullying, and that they are encouraged and supported in any legitimate complaint.

#### **4.1 Who it applies to**

All staff, learners, visitors, contractors, and suppliers.

#### **4.2 Responsibilities of NC Group Services Ltd.**

- To ensure that this policy is distributed to all members of staff.
- To ensure Learners/Employers/ Parents, Guardians or Carers/Visitors and other clients are aware or have access to this policy.
- To regularly review the content of the policy.
- To provide guidance and training for all staff in Equality and Diversity and Safeguarding where applicable.
- To put in place mechanisms for monitoring and supporting staff engaged with clients.

#### **4.3 Tutors/Assessors have the following responsibilities in respect to learners: -**

- Provide information about and reinforce this policy to all learners via induction.
- To adhere to this policy and procedures and promote anti bullying and harassment.

#### **4.4 Responsibilities of learners:**

- To adhere to the respect agreement and learner charter and other policies identified within the learner handbook.
- To report any incidents of bullying and harassment to their tutor or a NC Group Services Ltd representative

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NC Group will take appropriate disciplinary action against individuals who do not adhere to this policy.

## 5. Details of Policy / Procedures

NC Group Services Ltd is committed to a working environment in which all individuals show respect and consideration for one another and are treated with dignity and respect at work. It is committed to promoting a working environment free from all forms of harassment and bullying and recognizes that appropriate steps should be taken to achieve this.

As an employer, NC Group Services Ltd recognizes that it has a responsibility to protect employees and stakeholders against harassment and bullying at work.

The purpose of this policy is to support the development of a working environment and culture in which bullying is known to be unacceptable, and where individuals have the confidence to complain without the fear of ridicule and reprisal.

All employees will be made aware of the policy forbidding the harassment or bullying of an employee by another employee and will be expected to comply with this policy. Appropriate disciplinary action, including warnings and potentially dismissal for serious offences, may be taken against any individual who violates this policy.

## 6. References and related documents

This policy will be reviewed on a regular basis and as and when incidents or new legislation requires it.

It will be reviewed on an annual basis as a minimum.

## 7. Record of Policy Changes/Amendments

Section	Note of changes	Revision Date	Person Responsible

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