



Harassment & Bullying Policy

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| Date established: | March 2009 |
| Updated: | February 2020 |
| Reviewed: | Annually 260220 |
| Purpose: | This policy aims to set out MITSkills position regarding how to deal with harassment/bullying in the workplace/centre. |

We want all learners and staff to feel that they can learn and work happily without having to put up with any behaviour which makes them feel uncomfortable or threatened.

We consider that harassment (including bullying) is any form of behaviour which is unwanted, unwelcome and which puts people in unpleasant or threatening situations.

Individual learners and staff have different levels of sensitivity and we recognise this. We also recognise that harassment may take a variety of forms, from verbal comments to physical action – such as isolating people or staring at them or refusing to co-operate or bullying.

What to do if you are worried about harassment

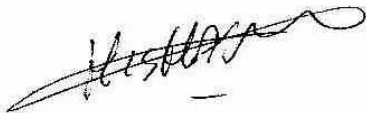
There are two options for staff and learners who feel they are being harassed. The first is to deal with the issue informally, which may simply mean telling someone that his or her behaviour is causing offence and asking that it should not happen again. (It may be that the individual is unaware that his or her behaviour is causing offence).

The other option for learners is to use a formal approach to ensure that the issue is dealt with by talking to your Assessor, Work based Trainer, Delivery Staff or the Company Directors at MITSkills. For staff using a formal approach is to talk to your line manager or one of the Company Directors.

You should always give exact details about the behaviour of the individuals you think are harassing you and use examples which support what you are saying. You should indicate how you felt about the situation – for example whether it embarrassed or humiliated you or made you angry.

You must not ignore the problem you face and should always contact your Assessor, Work Based Trainer, delivery staff (line manager in the case of staff) or a Company Director if you feel it is appropriate to do so or if you feel that you cannot handle the situation. Making a complaint is a serious issue and it will be regarded as such within MITSkills and all individuals making a complaint will be given appropriate support.



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| Date Reviewed | 260220 |
| Reviewed | Annually |
| Version Status | Approved |
| Approved By: |  Company Director: Date 260220 |