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HARL: 1	Harassment & Bullying Policy - Learners	1	May 2007

HARL: 1 GENERAL

HARL: 1.1 ITEC North East Limited and associated companies (The Company) has a responsibility to ensure that harassment and bullying is prevented and to provide a safe working environment for all of its learners.

HARL: 1.2 All staff are responsible for ensuring that all learners are made aware of the implications of harassment and bullying to others as appropriate. It can lead to stress, lack of confidence, self-esteem and illness.

HARL: 1.3 Any unacceptable behaviour as outlined below is a disciplinary offence and will not be tolerated.

Bullying

Bullying is behaviour that is:

- Threatening or intimidating
- Offensive/Insulting
- Humiliating
- A misuse of power by someone in a senior position
- An intention to injure or upset the person being bullied.

Harassment

Harassment is unwanted conduct that is unwelcome and offensive to either men or women. Harassment includes both sexual harassment and harassment related to a person's sex.

Harassment can be related to:

- Race and nationality
- Sex, or sex orientation
- Disability

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<ul style="list-style-type: none"> • Religion • Age • Personal characteristics. <p>Examples</p> <ul style="list-style-type: none"> - Insulting someone or spreading rumours - Sharing personal information with others who do not need to know - Picking on someone making him or her look bad - Misuse of power or overloading someone with work to make them look incapable. - Unwanted sexual advances such as touching, inappropriate comments, standing too close or displaying or handing out offensive materials i.e. nude pictures. - Blocking promotion or threatening job security for no reason. <p>HARL: 2 COMPLAINTS PROCEDURE</p> <p>HARL: 2.1 All complaints should be made to the learner's Training Supervisor/Assessor, (or other operational staff as appropriate), in the first instance, in line with the normal grievance procedure.</p> <p>HARL: 2.2 All complaints will be dealt with seriously and sympathetically.</p> <p>HARL: 2.3 All complaints will be dealt with quickly, thoroughly and confidentially.</p> <p>HARL: 2.4 Any investigation will be conducted by someone who is impartial and independent to the case.</p> <p>HARL: 2.5 A timescale will be set.</p> <p>HARL: 2.6 Should the grievance not be resolved through the normal procedure, the Centre Manager, whose decision will be final, will adjudicate the matter.</p>			

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HARL: 3 EMPLOYED LEARNERS

HARL: 3.1 For harassment and bullying issues connected to their employment, learners will adhere to the rules and regulations contained in their employer's Harassment and Bullying Policy.