

FAREPORT TRAINING ORGANISATION LTD**Dignity Policy**

The Company believes that the dignity of every person must be respected. It is the Company's intention to provide a work environment free from verbal, physical and visual harassment or behaviour, which may be objectionable or offensive to employees. Harassment or bullying behaviour is totally unacceptable conduct whether carried out by a learner, learning advisor/assessor or employer and will normally be regarded as gross misconduct. All employees should be sensitive to the individual rights and feelings of their fellow employees. The highest standards of conduct are required of everyone, regardless of seniority.

The Company recognises that harassment may take many forms. One form of harassment is sexual harassment and this includes, but is not limited to, unwelcome sexual advances, requests for sexual favours and other verbal, visual or physical conduct of a sexual nature by one employee towards another.

Harassment can also include racial harassment, which covers any verbal, visual or physical conduct, which causes embarrassment or distress to another employee of a particular colour, ethnic background or religion.

Additionally an employee could be subjected to harassment on grounds of:

- Their religious or political convictions
- Their disability, sensory impairments, learning difficulties or a perceived disability
- Their sexual orientation
- Their gender
- Their age
- Their status as a Transgender individual
- Their mental capacity (or perceived mental capacity)
- Their membership or non-membership of a trade union

Harassment may result in the recipient feeling threatened, degraded, offended, humiliated, intimidated, patronized, demoralised or less confident in the ability. Or it may result in violating

the recipient's dignity. Condoning such conduct may be harassment in itself. A single incident can amount to harassment if sufficiently grave.

Examples of unacceptable conduct include:

- Verbal abuse or insulting behaviour
- Sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
- The display or circulation of sexually suggestive or racially abusive material
- Bullying, coercive or threatening behaviour
- The ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex, sexual orientation or on the grounds of disability
- Unwelcome sexual advances including touching, staring or commenting
- Comments of a sexual nature about a person's appearance or dress
- Pushing, shoving, spitting, pinching and beating
- Mocking, insulting, name-calling, comments that make you feel uncomfortable, telling malicious lies and spreading rumours
- Secretly damaging possessions, making someone an object of fun or shame and spreading malicious rumours.

1 Informal Stage

If you are the recipient of unwanted conduct amounting to harassment or bullying you may try to resolve the problem, if you so prefer, by explaining to the individual concerned that the behaviour is not welcome, that it offends or makes you uncomfortable and that it interferes with your work.

Anyone who has been subjected to harassment or bullying behaviour by a fellow learner, colleague, and employee, learning advisor/assessor or employer may seek confidential assistance from one of the Equality and Diversity Team. An informal approach to one of these people will be completely confidential and will not result in any report to anyone within the Company unless you agree. You must be aware that the Company cannot take action to protect you from specific harassment or to punish the perpetrator of such harassment if you require complete confidentiality. The assisting person will endeavor to support you but will not be able to take further action.

If you prefer, where you find it too difficult or embarrassing to take up the matter yourself, the assisting person will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.

The informal stage will not result in any formal internal investigation or disciplinary action (unless gross misconduct applies) but is intended to enable you to resolve the matter yourself without it going any further in the Company.

2 Formal stage

Where informal resolution is not appropriate, is not requested or where the outcome has been unsatisfactory when you should use the grievance procedure to bring the matter to the attention of the Equality and Diversity Manager. Where this is inappropriate, any complaints should be referred to your manager.

All complaints will be thoroughly and expeditiously investigated. They will be conducted in an independent and objective manner by someone unconnected with the allegations and at least of equal grade/status with the alleged harasser.

Investigations will be carried out with sensitivity and with due respect for the rights of both the complainant and the alleged harasser/bully. All those interviewed will be permitted to be accompanied by a friend, colleague or representative of their Trade Union.

Wherever possible consideration will be given to ensuring the complainant and alleged harasser are not required to work together whilst the complaint is under investigation.

The results of the investigation will be made known through the normal procedure.

Employees should note that an employee who, after investigation, is thought to be guilty of harassment would be subject to the Disciplinary Procedure. Any employee who is found to be guilty of making a malicious claim of harassment against another employee will also be subject to the Disciplinary Procedure and depending on the circumstances the action may be regarded as gross misconduct.

Signed by

M J Reeve MBE



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