

## **Bullying/Harassment Policy**

ILC is committed to the elimination of harassment. In line with our Equal Opportunities Policy, ILC expects standards of behaviour that recognise and respect the dignity of all individuals and regard any form of harassment, victimisation, intimidation or bullying as unacceptable behaviour.

### **What is Harassment?**

Harassment is a form of discrimination, which can be defined as:

#### **Direct Harassment:**

Any action or practise by a person or group of persons which is directed at an individual and is unwanted and causes humiliation, offence and distress

Or

#### **Indirect Harassment:**

Where the verbal or physical behaviour affects an individual even though the behaviour has not been directed at them

Or

#### **Bullying:**

Bullying is a form of harassment which can be defined as offensive, intimidating, malicious, insulting or humiliating behaviour, or abuse which attempts to undermine an individual or a group of learners/employees.

Examples of behaviour that could be deemed to be inappropriate include:

- Some verbal or written comments
- Unwanted physical contact
- Isolation, exclusion or coercion

It is not the intention of the alleged harasser or bullies that counts but the perception of the behaviour by the person on the receiving end.

### **Procedures of Dealing with Harassment / Bullying:**

#### **Informal Procedure**

The student/employee who believes they are being harassed should initially speak directly with the alleged harasser describing the behaviour and effect of this, and request that the harassment should stop. This action should be taken without entering into the rights and wrongs of the

situation

### **Formal Procedure**

Where it is not possible, or appropriate, to use the informal procedure a formal

Complaint may be made by either the student to their tutor or by an employee to their manager. If

this is not appropriate please

Put your complaint in writing to the Principal.

The receipt of a formal complaint will be acknowledged within five working days, and the complainant informed of the outcome.

### **Responsibility**

It is important for everyone to be responsible for minimising the impact of bullying and harassment.

This can be achieved by everyone acting with zero tolerance and reporting as appropriate any incidents witnessed.

### **Confidentiality**

Confidentiality will be observed at all stages of the procedure. Details of complaints will not be disclosed to parties not involved in the complaint.

### **Monitoring and Review**

The operation of the policy and procedures for harassment and bullying will be monitored by the Principal and Head of the Centre.