	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp; Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>1 of 16</b>
		<b>Policy</b>	<b>8</b>

**POLICY: Harassment, Sexual Harassment, Bullying & Victimisation (Promoting and Improving Dignity, Respect and Inclusion At Work)**

This policy has been written in consultation with the College’s recognised Trade Union representatives.

**PURPOSE:** The College is committed to creating a working and learning environment which is free from bullying, harassment including sexual harassment and victimisation, and in which the rights and dignity of all members of the College community are respected and to enable staff to raise concerns and complaints, as and when issues arise.

The purpose of this policy and framework is to outline expectations of all staff, towards colleagues, learners and anyone who our employees may interact with at any time during the course of their work, and to ensure that dignity and respect is embedded into everyday working practices and routine.

The College’s Staff Professional Code of Conduct supports the College’s core values and encompasses a number of elements to promote a culture of dignity, respect and inclusion.

**SCOPE:** All staff


**REPRESENTATION:** Employees are entitled to be accompanied by their Trade Union representative or a work colleague at formal meetings under this procedure. There is no entitlement to accompaniment or representation at informal meetings, although requests for such will be considered based on the circumstances of the case and the needs of the individual.

**PROCEDURE:**

1. **Aims**
  - To promote a positive environment in which staff are treated fairly and with respect;
  - Take a zero tolerance approach to all incidents of bullying, harassment and sexual harassment;
  - Ensure that all members of the College community understand their responsibility to contribute to the creation and maintenance of an environment free from harassment and bullying;
  - Provide a framework of support for staff (both parties) involved in any complaints or allegations;
  - Provide a mechanism to resolve issues. Every effort will be made to encourage individuals to resolve the matter informally, or failing that, at the lowest possible level through the accompanying procedures.

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								



	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp; Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>3 of 16</b>
		<b>Policy</b>	<b>8</b>

creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”

Anyone can be the victim of harassment. The law specifically prohibits harassment in relation to the following Protected Characteristics, as defined within the Equality Act 2010:

- Age
- Disability
- Gender Reassignment (*may be taken to include gender identity and gender expression, as well as gender transition*)
- Race
- Sexual Orientation
- Religion or Belief (*including non-belief*)
- Sex


The College acknowledges that individuals may experience harassment or discrimination based on multiple protected characteristics simultaneously. This intersectionality will be considered sensitively during investigations and support provision.

Allegations of harassment from an individual because of perceived possession of a protected characteristic, or because of their association with someone who possesses, or is perceived to possess, a protected characteristic, may also be raised through each of the procedures.

Harassment can happen on their own or alongside other forms of discrimination, and includes sexual harassment. Examples of unwanted behaviours/actions can include:

- Verbal aggression including the use of insulting names and/or derogatory remarks
- Written words or abuse.
- Offensive e-mails, tweets, or comments or images posted on social media
- Images or graffiti.
- Inappropriate physical gestures, mimicking, or physical aggression.
- Regular or frequent staring, making someone feel uncomfortable.
- Mental or psychological abuse.
- Intimidating body language or stances towards someone.
- Knowingly withholding information from a colleague, so that they cannot do their job effectively, or participate in activities.
- Unpleasant facial expressions towards someone.
- Jokes or ‘banter’.
- Sending emails, text messages and other electronic or social media, displaying or containing offensive material.
- Deliberate exclusion or ostracising.
- Unwanted physical contact, ranging from an invasion of space to sexual advances, or innuendo, etc.
- Disclosing or threatening to disclose someone’s protected characteristic or a piece of personal information about them without their permission.

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								

	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp; Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>4 of 16</b>
		<b>Policy</b>	<b>8</b>

- Stalking.
- Cyber and electronic bullying of any form.

### Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment may consist of a single incident or a series of incidents. Actions that constitute sexual harassment can be physical, verbal, or non-verbal. Examples of conduct or behaviour that may amount to sexual harassment include, but are not limited to:

### Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault.
- Physical contact, e.g. touching, pinching.
- The use of job-related threats or rewards to solicit sexual favours.

### Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes.
- Sexual advances.
- Repeated and unwanted social invitations for dates or physical intimacy.
- Insults based on the sex of the worker.
- Condescending or paternalistic remarks.
- Sending sexually explicit messages (by phone or by email).


### Non-verbal conduct

- Display of sexually explicit or suggestive material.
- Sexually-suggestive gestures.
- Whistling.
- Leering.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Stoke on Trent College recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

The college recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								

	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp;</b> <b>Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>5 of 16</b>
		<b>Policy</b>	<b>8</b>

All sexual harassment is prohibited whether it takes place within the college premises or outside, including at social events, business trips, training sessions or conferences sponsored by Stoke on Trent college.

**b) Bullying**

Bullying can be defined as “Offensive, intimidating or insulting behaviour, an abuse or misuse of power through means intended to underline, humiliate, denigrate or injure the recipient.”

There is no legal definition of bullying. An allegation in relation to alleged bullying is described as repeated, unwelcomed, unwarranted behaviour, which causes a detrimental effect on a person’s well-being.

Whilst harassment is legally defined and relates to treatment of an individual based on a protected characteristic, bullying is also an unwanted conduct, but is not necessarily related to a protected characteristic. The College is committed to dealing with any allegation of bullying as it would harassment.

**c) Victimisation**

Victimisation is defined as “the subjection of a person to a detriment, because they have made (or intends to make, or you believe they have/will make) in good faith, an allegation of harassment, or has supported someone else in making an allegation.

Victimisation is defined as specifically relating to someone being treated less favourably as a result of a ‘protected act’.

A Protected Act is:

- Making a claim or complaint of discrimination (under the Equality Act);
- Helping someone else to make a claim by giving evidence or information;
- Making an allegation that you or someone else has breached the Act;
- Doing anything else in connection with the Act (Definition as within the Equality Act 2010).

**d) Academic debate and Management Action**


Vigorous speech and comment, academic debate and legitimate management of staff performance should be distinguished from bullying behaviour. Positive, clear management action which relates to conduct or performance or legitimate operational needs, providing this action is taken in a fair, respectful and consistent way and in line with College policies and procedures, does not constitute bullying and harassment.

**e) Cyber and Electronic Harassment/Bullying**

Cyber bullying involves using technology to bully people. It can include texting, instant messaging, and posting on social media ad gaming websites. The College expects all staff to comply with the IT Conditions of Use policy.

**f) Criminal behaviour**

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								

	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp; Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>6 of 16</b>
		<b>Policy</b>	<b>8</b>

A number of serious incidents which constitute a criminal offence, go beyond the scope of this policy, for example, physical violence, sexual violence and hate crime. Such incidents should be dealt with via the Disciplinary and/or Whistleblowing procedures.

Further protection is afforded by the Protection from Harassment Act (PHA) 1997, which is not limited to matters relating to protected characteristics.

Hate crime is defined as “any hate incident which constitutes a criminal offence, perceived by the victim or any other person, as being motivated by prejudice or hate” (the Association of Chief Police). If you have been the victim of hate crime, you should notify your line manager, and contact the Police.

#### **g) Unwarranted allegations**

If an allegation is deemed to be malicious or vexatious, this will result in disciplinary action being taken against the alleged complainant. No action will be taken if an allegation, which proves to be unfounded, is judged to have been made in good faith.

### **4. Communication**

Communication must be open, respectful, clear and appropriate, and should treat the audience with dignity at all times.

Where communication and correspondence is confidential, personal and/or sensitive, the principles of the General Data Protection Regulation and the Data Protection Act 2018 should be adhered to at all times.

### **5. Active By-Standing**


All staff are asked to be ‘active by-standers’. If you are feeling bullied, harassed or subject to unwanted behaviour or an indignity, or you witness an attack of any kind on a colleague, visitor, supplier or member of the public, please ensure that you report this to your line manager, or another senior colleague, immediately, or at the earliest opportunity. The College strongly encourages all staff to ‘never stand-by’, if they witness a breach of this Policy and Framework, or an act which has affected themselves or another person.

### **6. Responsibilities of Managers and Supervisors**

Those with line management responsibilities must ensure that their employees are aware of this policy and understand their own, and the organisations responsibilities.

Managers and Supervisors have a particular duty to ensure that, within their area of responsibility, everyone is treated with dignity and respect.

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								

	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp;</b> <b>Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>7 of 16</b>
		<b>Policy</b>	<b>8</b>

- Always challenge any unacceptable or questionable behaviour that they become aware of even if they are not directly affected.
- Be aware of behaviour and language that can cause offence including jokes and banter, and if necessary, remind workers of the expected standards
- Respond to complaints of sexual harassment swiftly, sensitively and objectively, supported by a member of the HR team.

In terms of their own behaviour, managers and supervisors are expected to be exemplars to others. Any inappropriate behaviour or response to such behaviour or abuse of a manager's positional power will serve to condone harassment and will be considered a serious breach of this Policy and be managed under the Disciplinary Policy.

A line manager's failure to actively implement this Policy within their area of responsibility, or to fail to deal with sexual harassment when they become aware of it, could constitute a breach of this policy and their employment contract, and disciplinary action may be taken.

## 7. Responsibilities of Employees

All staff have a responsibility to contribute to a respectful and productive working environment. This includes supporting and caring for their colleagues, customers and services users.


All staff have a duty to assist in the creation of a safe working environment, where sexual harassment is not tolerated.

To fulfil this duty, individual members of staff must:

- Ensure they understand what sexual harassment is.
- Be aware of how their behaviour may affect others.
- Challenge unacceptable behaviour wherever possible as long as it is safe to do so. Forms of intervention include: calling out behaviour that is unacceptable when it happens and addressing the person who is behaving inappropriately; taking steps to defuse the situation/redirect those involved; checking in with the recipient of the behaviour after it has taken place, assuring them that what occurred was not acceptable.
- Report incidents of sexual harassment when witnessed and/or support recipients of sexual harassment in reporting it.
- Co-operate in investigations into alleged sexual harassment.

## 8. Reporting concerns or Raising a Complaint

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								

	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp;</b> <b>Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>8 of 16</b>
		<b>Policy</b>	<b>8</b>


- Staff may use this procedure to raise a complaint of bullying, harassment, sexual harassment or victimisation by staff or a third party.
- Formal complaints of bullying, harassment, sexual harassment and victimisation will be investigated in accordance with this procedure. However, where there is a prima facie case for further review, the matter will be treated as a Disciplinary offence and will be dealt with under the Disciplinary procedure.
- Managers should seek advice and support from Human Resources, prior to the application of this procedure. This will ensure the fair and equitable application across the College.
- All complaints of bullying, harassment, sexual harassment and victimisation, whether informal or formal, will be regarded as a serious matter and will be dealt with in a sensitive, objective manner, respecting the rights of all parties involved. All formal complaints will be fully and thoroughly investigated.
- All parties involved in this procedure, must ensure that they maintain, as appropriate, the confidentiality of the process within and outside of the College.
- In the event of a complaint of bullying, harassment and/or sexual harassment, every effort will be made to encourage individuals to resolve the matter informally, or failing that, at the lowest possible level under this procedure, and without unreasonable delay.
- When investigating allegations of bullying, harassment, sexual harassment or victimisation, the College will seek to take a balanced and objective view to assess whether the behaviour complained of can be reasonably regarded as constituting bullying, harassment or victimisation.
- A member of the HR Department will attend all meetings under this procedure, no less senior than a HR Advisor, to offer advice as necessary. Both staff parties involved will have the opportunity to be accompanied by a colleague or by an accredited Trade Union representative.
- The College acknowledges that investigating allegations of bullying, harassment and/or sexual harassment can be difficult for all parties involved. A range of support provisions are available to staff, including a telephone Counselling Service, and if necessary and appropriate, a referral to Occupational Health.
- Staff have the right to report incidents of harassment, sexual harassment, bullying or victimisation to external authorities such as the Police or the Equality and Human Rights Commission. Internal procedures do not preclude this right.

## **9. Complaints against the Principal and Chief Executive or other Senior postholder**

Where the complaint is against the Principal/CEO or another senior post-holder, the same steps as set out in the above section 'Procedure for Reporting Concerns or Making a Complaint' should be taken to investigate the matter.

In this instance, the Corporation will appoint an appropriate Investigating Officer to investigate the complaint. This may be the Principal/CEO, a member of the Corporation,

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								

	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp;</b> <b>Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>9 of 16</b>
		<b>Policy</b>	<b>8</b>

a Governor, or an external investigator, depending on the circumstances. If the complaint is upheld and Disciplinary action may be required, the matter must be referred to the Corporation which should follow the College's Disciplinary Procedure for Senior Post-holders.

## 10. PROCEDURE

### 10.1 Informal Stage

If a member of staff feels that they are being subjected to bullying, harassment, sexual harassment or victimisation, and wishes to deal with these issues through the informal stage of the procedure, there are a number of approaches that can be adopted, see below. An informal approach can effectively address unwanted behaviour quickly, and where appropriate, the College endorses this approach.

If a member of staff feels that it is not appropriate to use the informal stage, this will in no way prejudice any complaint brought under the formal stage.

Members of staff opting to use the informal route should keep a written record of any discussions/correspondence and/or agreed outcomes/actions.

#### 1. Speak to the person concerned

In many cases, speaking with the person concerned can be enough to resolve the situation as he/she may not realise that their conduct is causing offence.

The member of staff may wish to meet with the person concerned on their own, with support, or may wish to ask someone to speak to the person concerned, on their behalf.

#### 2. Write to the person concerned

If the member of staff does not feel able to speak with the person concerned, initially they may wish to put their concerns in writing to them and ask for a response in writing. If using this approach, care should be taken to ensure that the concerns are raised in an appropriate manner. After the response is received, the member of staff may then feel able to meet the person concerned.


#### 3. Speak confidentially to an independent person about their concerns

The member of staff may wish to speak confidentially and informally to an independent person about their concerns. This may be a colleague, their line manager, a member of the Human Resources Department, or a Trade Union representative.

The 'role' of the independent person will be to act as a 'sounding board' only. It is not the intention that they will necessarily act as the member of staff's representative.

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								



	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp;</b> <b>Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>11 of 16</b>
		<b>Policy</b>	<b>8</b>

**b) Recommendation of informal action through line management**

Possible actions / recommendations may include:

- Apology;
- Conciliatory / Mediation approaches if both parties agree to this;
- Training (e.g. assertiveness skills, equality and diversity, etc)
- Mentoring / Coaching;
- Counselling;
- Monitoring.

**c) There is a case to answer**

Where the investigation establishes that there is a case to answer of misconduct, the Disciplinary policy will then be followed (this procedure will not be applicable from that point). The investigation undertaken in accordance with this procedure will form the basis of the case referred for review under the Disciplinary procedure (i.e., a separate investigation need not be conducted providing all the relevant information has been collected).

**12. Review Stage**

A request for review can be lodged by a complainant where they believe:

- A review of the decision / recommended action is required, to consider additional support/action to support the complainant,
- There has been procedural irregularity.

Requests for a review must be lodged in writing to the Chief People Officer, within 10 working days of the notification of the outcome of the formal stage being received, and should specify the grounds for requesting the review.


Requests for a review will be heard by a more senior manager, who will be supported by a member of the HR Department, no less senior than a HR Business Partner, neither of whom will have had prior involvement in the case.

The member of staff will be notified of the date of the review meeting within 10 working days of the receipt of the request for review (the meeting itself will not normally take place within this timescale, although every effort will be made to hold the meeting as soon as possible). This timescale may be extended by mutual agreement. A member of staff will normally be given at least 5 working days' notice of the date of a review meeting.

The manager considering the review request, will meet with the complainant (and any other relevant individuals) and will determine whether the Outcome actions determined by the Investigating Officer at the formal stage are sufficient, or whether further action is taken.

The outcome of the review stage will be final.

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								

	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp; Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>12 of 16</b>
		<b>Policy</b>	<b>8</b>

**13. Representation**

Employees are entitled to be accompanied by their Trade Union representative or a work colleague at formal meetings under this procedure. There is no entitlement to accompaniment or representation at informal meetings, although requests for such will be considered based on the circumstances of the case and the needs of the individual.

**14. Preservation of Rights**

Nothing in this procedure will in any way detract from or impinge upon an individual employee’s statutory employment rights. Where changes to a statutory provision affect this policy, the College retains the right to amend the policy accordingly.

**15. Review**

The operation of this Policy and Procedure will be reviewed annually by the HR Department.


**16. Related Policies**

This policy should be read in conjunction with the following:

- [Equality, Diversity and Inclusion Policy](#)
- [Attendance Management Policy and Procedure](#)
- [Disciplinary Policy and Procedure](#)
- [Whistleblowing Public/Interest Disclosure Policy and Procedure](#)

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								



	<b>HUMAN RESOURCES</b> <b>Harassment, Sexual Harassment,</b> <b>Bullying &amp; Victimisation</b> <b>(Promoting and Improving Dignity, Respect &amp;</b> <b>Inclusion At Work)</b> <b>Policy and Procedure</b>	<b>Number</b>	<b>HR005</b>
		<b>Page</b>	<b>14 of 16</b>
		<b>Policy</b>	<b>8</b>

6. Raising concerns regarding bullying, harassment and victimisation can be a stressful experience for all parties involved. Additional, confidential support can be accessed through Occupational Health or the Counselling Service.
7. If you feel unable to approach the person concerned or feel that the informal route is not appropriate for your situation you should put your concerns in writing to your line manager (if your line manager is the subject of your complaint you should write to the person that your line manager reports to, or a member of staff from Human Resources) as a complaint. A full investigation will then be undertaken into your complaint.
8. Feeling unable to approach the person concerned does not imply that you consent to their behaviour and will not prejudice any formal complaint. The College encourages all staff who feel they are being bullied, harassed or victimised to take positive steps to resolve the situation, whether that be direct with the person involved or with the support of a manager or colleague. If you leave the situation unaddressed, then it is unlikely that it will change or be resolved.

<b>ISSUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>DATE</b>	<b>16.02.11</b>	<b>18.12.15</b>	<b>11.04.17</b>	<b>01.04.20</b>	<b>13.09.22</b>	<b>30.09.24</b>	<b>10.10.25</b>	
<b>ISSUE</b>								
<b>DATE</b>								



