



Harassment / Bullying Policy Scope and Purpose of the policy

This policy relates to all the staff & students of Berlitz Manchester. The School has a firm commitment to equality of opportunity and as such will not tolerate the harassment or bullying of one member of its community by another. The purpose of this policy is to assist in developing a working environment in which harassment & bullying are known to be unacceptable and where individuals have the confidence to complain about harassment & bullying should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. The policy outlines procedures to be followed if a member of staff feels they are being harassed or bullied in the course of their work or as a result of their employment by the School. Advice to students on harassment and bullying is issued in the Student Handbook.

The School's commitment

The School welcomes diversity and believes that every student and member of staff has a right to work and study in an environment, which encourages harmonious relationships. The School is committed to preventing harassment & bullying and it is the responsibility of the Director of Studies to make sure that staff are aware of, and understand the context of, the School's Harassment & Bullying Policy. In addition to its commitment to equal opportunity enshrined in the Charter and Statutes, the School has a legal obligation under the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disability Discrimination Act 1995 to ensure that harassment on the grounds of someone's race, sex or disability does not take place at work. In addition, the School has a duty of care towards its staff under the Health and Safety Act 1974.

Every student and member of staff is also personally liable under the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Protection from Harassment Act 1997. Allegations of harassment & bullying will be treated very seriously by the School and could result in disciplinary action being taken against the perpetrator. The School will ensure that any member of staff raising a concern under this policy is not victimized as a result.

As allegations of harassment & bullying are very serious, the School will also treat very seriously any such allegations proven to be malicious and these are also likely to be the subject of disciplinary action.

What is harassment and bullying?

Harassment & bullying can take a variety of different forms ranging from repeatedly ignoring a colleague or subjecting them to unwelcome attention, to intimidation, humiliation, ridicule or offence. More extreme forms of harassment & bullying include physical threats or violence. Harassment & bullying may consist of a single incident or a series of incidents. Behaviour that may appear trivial as a single incident, can constitute harassment or bullying when repeated, or in the context of the staff/student or manager/employee relationship. Harassment & bullying behaviour may not always be intentional, but is always unacceptable, whether intentional or not.

Some of the most prevalent forms of harassment & bullying include the following



- Sexual harassment can take the form of ridicule, sexually provocative remarks or jokes, offensive comments about dress or appearance, the display or distribution of sexually explicit material, unwelcome sexual advances or physical contact, demands for sexual favours or assault.
- Racial harassment is usually although not exclusively directed at people from ethnic minorities. It may include jokes about, or gratuitous references to a person's colour, race, religion, nationality. It can also include offensive remarks about dress, culture, or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups.
- Harassment of people with disabilities can take the form of individuals being ignored, disparaged or ridiculed because of mistaken assumptions about their capabilities. Their disability rather than their ability can become the focus of attention and harassment can include inappropriate personal remarks, jokes or inappropriate reference to an individual's appearance.
- Harassment on the grounds of a person's sexual orientation may be aimed at heterosexual people but is more usually experienced by gay men and lesbians, bisexual men and women. Examples of harassment relating to sexual orientation are homophobic remarks or jokes, offensive comments relating to a person's sexual orientation, threats to disclose a person's sexual orientation to others or offensive behaviour/abuse relating to HIV or AIDS status. The European Commission code of practice on sexual harassment points out that lesbians and gay men often encounter disproportionate levels of harassment relating to their sexual orientation. The response of lesbians and gay men to harassment may also be complicated by the fact that in order to complain about it or confront it, they may have to be open about their sexual orientation with work colleagues (perhaps for the first time).
- Harassment on the grounds of gender identity may be aimed at transgender people, or people who have undergone, are undergoing, or intend to undergo gender reassignment. It is recognised that this is a separate issue unrelated to sexual orientation. It is unlawful already to discriminate against, or harass anyone on these grounds under the Sex Discrimination (Gender Reassignment) Regulations 1999.

Bullying is the exercise of power over another person through negative acts or behaviours that undermine him/her personally and/or professionally. Bullying can be threatening, insulting, abusive, disparaging or intimidating behaviour which places inappropriate pressure on the recipient or has the effect of isolating or excluding them. Bullying can take the form of shouting, sarcasm, derogatory remarks concerning job performance or constant criticism. Bullying is to be distinguished from vigorous academic debate or the actions of a manager making reasonable (but perhaps unpopular) requests of his/her staff.

The above list of examples is not exclusive and harassment can also take place on the grounds of a person's age, religion or any other characteristic that makes them different from the majority or from the person who harasses or bullies them. Although the terms 'harassment' and 'bullying' are not synonymous, the guidance in this policy document relates to both issues and the term 'harassment' will be used from this point onwards to encompass both.



Harassment - general principles

The over-riding principles in dealing with allegations or concerns of harassment are that they must be taken seriously, considered carefully and addressed speedily and where possible, in confidence.

A member of staff who feels that (s)he is the subject of harassment (either by a colleague, a student or anyone else whom they come into contact with in the course of their work) may wish to make a note of incidents, dates, times and any witnesses, for future reference. Any member of staff who considers themselves to have been the subject of harassment has the right to be listened to and to be given informed advice on how the matter may be resolved. There are usually a number of options. Anyone who feels they have been harassed is likely to wish to speak to someone with whom they feel they share something in common. For this reason they should be able to approach one of a number of different people within the School.

Should harassment occur in a group situation, the person in authority within the group has the responsibility to recognise harassment when it occurs and to take speedy action to stop it. It is important that it is made clear to the perpetrator that such behaviour is unacceptable to the School and will not be tolerated. Silence or inaction can be seen as collusion and endorsement of such behaviour. If the person in authority is the harasser, others within the group should support the individual being harassed in taking action to report the harassment.

How will allegations of harassment be dealt with?

See employee contract for the procedures followed by the school.

Monitoring of the Policy

The Managing Director will keep the implementation of this policy under review and will monitor its use.

VERSION CONTROL

Version	2.0
Originator	Director Of Studies
Effective from	1 st October 2022
Approved by	Berlitz Executive Committee
Date Approved	2022