



Bullying & Harassment Policy

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This policy was adopted by:	Charlotte White

This policy applies equally to staff employed by Reach4Skills and learners.

Staff

All staff have a right to feel respected and safe during all interactions with Reach4skills staff, learners and their employers.

We define examples of bullying and harassment as;

- spreading malicious rumours
- unfair treatment
- picking on someone
- regularly undermining a competent worker
- denying someone's training or promotion opportunities

This can happen:

- face-to-face
- by letter
- by email
- by phone

Employees are encouraged to see if they can sort out the problem informally first. If they are unable to do this, or they would rather not, they should talk to their:

- Centre Manager-Charlotte White
- Human resources (HR) department
- trade union representative (if applicable)

If they are still unsatisfied they can make a formal complaint using Reach4skills complaints policy. If this still fails to bring resolution they can take legal action at an [employment tribunal](#).

They could also call the ACAS (Advisory, Conciliation and Arbitration Service) helpline for advice:

ACAS helpline

Telephone: 0300 123 1100

Textphone: 18001 0300 123 1100

Monday to Friday, 8am to 8pm

Saturday, 9am to 1pm

Learner/Employers

Examples of bullying or harassment are as stated previously. This works hand in hand with the learner's complaint procedure.