



The City of Liverpool



BULLYING AND HARASSMENT POLICY

INTRODUCTION

Bullying and harassment of any kind is a serious issue which can affect people's health, work performances, promotion, job prospects and learning and achievement. The Adult Learning Service is committed to eliminating all forms of intimidation, bullying or harassment, wherever they are identified.

This applies to bullying and harassment on the grounds of gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, belief, marital status, social or any other characteristic.

HOW WE DEFINE 'BULLYING AND HARASSMENT'

Bullying is the intimidation or belittling of someone through the misuse of power or position that leaves the targeted individual feeling hurt, upset, vulnerable, fearful, isolated or helpless.

Harassment can be described as unwanted conduct that affects the dignity of women or men in or around their place of study; it encompasses unwelcome physical contact, verbal or non-verbal communication or behaviour that worries, troubles or torments any individual. It may also be defined as an act or behaviour that denigrates, ridicules, excludes or intimidates.

Sexual harassment is defined as "any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, undertaken with the intention of effecting or violating the dignity of a person". This is particularly prevalent when done with the purpose of creating an intimidating, hostile, degrading, humiliating or offensive environment."

Racial harassment is any unwelcome or hostile act or series of acts carried out by a person wholly or partly because of the racial origin of the targeted individual or group, which is perceived by the recipients to be racially offensive.

Disability harassment is unwanted conduct based on or around a perception of an individual's disability that affects the dignity, confidence levels or opportunities in or around their place of study

Harassment or bullying may include:

- Physical – actual assault, threatening gesture or other aggressive or offensive behaviour
- Verbal – spoken, textual or pictorial words or images which are threatening, defamatory, humiliating, abusive, sexually suggestive or racially offensive, including malicious gossip, comment, jokes or banter
- Non-verbal – isolation, exclusion or segregation; abuse of power, removal of responsibility, behaviour which undermines confidence or unfair sanctions

Harassment may be repetitive or an isolated occurrence against one or more individuals. It may equally be part of a pre-meditated campaign of some of the behaviour described above.

It is not the intention of the perpetrator of the bullying or harassment that is of primary concern; but rather the conduct itself and its impact on the recipients which constitutes bullying or harassment.

OUR COMMITMENT TO LEARNERS

The Adult Learning Service Senior Management Team is responsible for ensuring that all sections of the Service consistently apply the procedure and for addressing all allegations/ instances of bullying or harassment.

All staff must actively support the policy during the course of carrying out their day to day duties, with the management team responsible for:

- ensuring that all instances/ allegations of bullying or harassment, received either informally or formally, are dealt with promptly, sensitively, fairly, objectively, confidentially and seriously, through the established procedure.
- ensuring that all staff attend relevant training to support the implementation of this policy and to incorporate this policy into the induction process.
- ensuring that the policy is made available at all delivery venues and that, when required, the contents are explained to learners and other users.
 - ensuring that information on the bullying and harassment procedure is available at your centre and that they give clear instructions on how learners should report instances/allegations.

If you feel you have been a victim of bullying or harassment whilst following a course with the ALS, please ask at your centre for a copy of the Bullying and Harassment Procedure. This will tell you what to do next.