



PRO PERFORMANCE TRAINING LTD **BULLYING, HARASSMENT AND DISCRIMINATION POLICY**

Pro Performance Training LTD values and respects all students and is committed to providing an inclusive and supportive experience for all. Every student and member of staff has a personal responsibility to comply with this policy and to treat fellow students, staff and visitors with dignity and respect. Bullying, harassment and victimisation are not tolerated and allegations will be taken seriously, considered carefully and acted upon appropriately.

Definitions

Key definitions (based on definitions from ACAS)

Under The Equality Act (2010) and The Public Sector Equality Duty Pro Performance Training LTD has a legal duty to take proactive steps to combat victimisation and harassment.

People can be subjected to harassment or bullying on a wide variety of grounds, including in relation to the following 'protected characteristics':

- Age
- Disability
- Gender reassignment
- Pregnancy or maternity (where interpreted as discrimination)
- Marriage or civil partnership
- Race (including ethnic origin, nationality or skin colour);
- Religion and belief
- Sex/gender
- Sexual Orientation



Harassment

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them having regard to all the circumstances including the perception of the victim.

Harassment includes behavior that is offensive, frightening or in any way distressing. It may be intentional bullying which is obvious or violent, but it can also be unintentional or subtle and insidious.

Below is a list of what may constitute harassment:

- Offensive gestures, language, gossip or jokes
- Insulting or abusive behavior or comments
- Spreading malicious rumors
- Physical contact, ranging from an invasion of personal space and/or inappropriate touching, to serious assault
- Display of sexually suggestive, pornographic, racist or otherwise offensive pictures or other material or the transmitting of any such messages or images via electronic mail, mobile telephone or social media
- Persistent unwanted isolation or exclusion
- 'Outing' someone
- Persistent unwanted attention
- Humiliating or demeaning criticism

Harassment may consist of a single incident or a pattern of behaviour which continues after an objection is made. An individual does not need to belong to a group themselves in order to bring a complaint if they feel someone's behavior was inappropriate and violated the dignity of that group. For example, someone could still complain that a homophobic remark was used even if they were heterosexual.

Harassment can also take place on the basis of perception or association. An individual can bring a complaint if they experience harassment because they are perceived to have a protected characteristic that they do not actually have, or because they are associated with a person with a protected characteristic. For example, an individual can bring a



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complaint if they are harassed because their partner has undergone gender reassignment, or because they need to take time out of work to care for an elderly or disabled relative.

It is not the intention of the alleged harasser that determines whether harassment has occurred, but whether it is considered unacceptable to the complainant. It may be deliberate or unintentional, and differences of attitude or culture and the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another.

Bullying

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

What is considered bullying to one person may not to another due to differences in attitude and culture. Some of the examples that ACAS include as forms of bullying are:

- spreading malicious rumors, or insulting someone (particularly on the grounds of age, disability, gender reassignment, race, religion or belief sex and sexual orientation)
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position

Bullying and harassment can take the form of face to face contact as well as written communications including email, visual images, electronic email, or by telephone and SMS.

Victimisation

Victimisation is defined as treating a person/group of people less favorably because of action they have taken under or in connection with equality legislation.

Some examples of victimisation include:

- Excluding someone from social situations following a complaint or rumor;
- Denying someone the opportunity to participate in a project, social event or apply for a placement opportunity because they are perceived to be a



‘troublemaker’;

- Lowering a student’s assessment results because they have made or supported a complaint.

Hate Crime

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.”

Harassment, bullying and victimisation involving students may be:

- experienced by students from other students, staff or visitors
- by students on other students, staff or visitors

1. What should I do if I believe I am being harassed?

If you feel you are being subjected to harassment whilst completing a course with Pro Performance Training LTD, do not feel that it is your fault or you have to put up with it. Pro Performance Training LTD primary concern is that you should receive appropriate support, assistance and confidential advice. There are various ways you can deal with harassment ranging from asking the person to stop to pursuing a formal complaint.

Whilst you have the opportunity to make a formal complaint at any stage, wherever possible, complaints of harassment will be dealt with informally, as this is more likely to produce solutions which are speedy and effective.

If you experience a single or multiple acts of harassment that you consider to be serious please proceed directly to the formal procedure. However, this policy does should not deter or delay any report to the police that you think is appropriate. Should you make a complaint to the police Pro Performance Training LTD recommends that you inform the Director of Education so that Pro Performance Training LTD is able to assist you and the police, but there is no obligation on you to do so.

2. Informal Steps

- Act promptly do not wait until your life feels intolerable. Make it clear, directly or through a friend or third party, that the behavior in question is unacceptable to



you.

- Make a written note of any incident(s) of harassment including dates, time, location and what everyone involved said. Also make a note of the names of anyone else who witnessed the alleged incident.
- Seek a meeting with your senior tutor on the course. They will listen and will provide advice on what options are available and what can be done to resolve the situation. These meetings are confidential and (save for exceptional circumstances) nothing you say will be passed to a third party without your express consent.
- You may prefer to write to the person, being specific about what is causing offence and retaining a dated copy of the letter.

3. Mediation

If the informal steps detailed above are either not sufficient or you feel they are inappropriate to stop the alleged harassment, you may wish to consider mediation as a means of finding agreed common ground. This can be done by asking the senior tutor. The purpose of this meeting is to try to agree a way forward without further harassment. If this is not possible, you still have recourse to the formal procedure.

4. Formal Procedures

If, having given full consideration to and/or followed the informal measures outlined above, the harassment continues or you experience a single act of serious harassment, you should lodge a formal complaint. Pro Performance Training LTD is committed to supporting you in making any legitimate complaint.

5. Guidance on submitting a formal complaint

Your complaint should be in writing and needs to be signed. Your written complaint should include details of every incident (including dates and times) and the names of any witnesses. Please provide details of any informal or other measures you have already taken to attempt to resolve the matter.

Please contact Pro Performance Training LTD directly and this will be reviewed by the



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Chief Executive Officer and Director of Education.

E-mail - info@properformancetrainingltd.com

6. Confidentiality

If information is to be kept confidential, the student should make this clear to the person to whom a complaint is made. Students should understand that in exceptional circumstances it may be difficult for confidentiality to be respected, for instance where a criminal offence has been disclosed.

Students should also understand that in some circumstances the demand for confidentiality may make it difficult for Pro Performance Training LTD to assist them with their complain.