



Bullying, Harassment and Discrimination Policy

Title	Bullying, Harassment and Discrimination Policy
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Approved by	innov8 Workshops CIO Trustees
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1. Introduction

innov8 Workshops recognises that discrimination is unacceptable and unlawful. innov8 Workshops' aim is to ensure that no applicant/employee or student is discriminated against, directly or indirectly. By including this policy in the Employee Handbook, all employees are made aware that the Company will act in accordance with all statutory requirements and relevant codes of practice. All job applicants will be considered solely on their ability to meet the role requirements. Interview questions will not be of a discriminatory nature. All promotions will be made on merit in line with the principles of the policy. Employees who have a disability will receive the necessary support to enable them to carry out the duties required of their role effectively. This policy will be reviewed annually to ensure that equality of opportunity is afforded to all employees and students.

2. The purpose of this policy

innov8 Workshops will not tolerate any form of harassment or bullying. The purpose of this policy is to inform employees of the type of behaviour that is considered unacceptable and to set out the support available to employees who may suffer harassment or bullying. innov8 Workshops intends to cultivate a neutral working environment in which no one feels threatened or intimidated.

This policy applies equally to all students that attend innov8 Workshops. It is our responsibility to ensure that all students feel safe when at our provision. If bullying is observed or reported between students, mentors must address it immediately and inform the Senior Management Team. If bullying



persists more severe action will be taken. Innov8 Workshops ensures that all staff are trained in identifying incidents of bullying.

3. Definitions

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Harassment is a discriminatory act and criminal offence. It is very difficult to define as it can take many forms, but most commonly, it takes the form of unwanted behaviour by one employee towards another, for example:

- Patronising or belittling comments
- Comments about appearance/body/clothes
- Leering or staring at a person's body
- Unwelcome sexual invitations or pressure
- Promises or threats, concerning employment or conditions, in exchange for sexual favours
- Displaying offensive or sexually explicit material
- Touching, caressing, hugging or indecent assault

For the purpose of this policy **bullying** is defined as a persistent pattern of mistreatment from others in the workplace that causes either physical or emotional harm.

Examples of bullying are:

- Threats of or actual physical violence
- Unpleasant or over repeated jokes about a person
- Unfair or impractical work loading.

4. Procedures

We understand that instances of harassment/bullying are often of a sensitive or worrying nature and that it may be difficult to speak directly to the other person/people involved. In this situation you could consider writing down your feelings and giving it to the perpetrator.

If this approach fails or if the harassment or bullying worsens you must bring the matter to the attention of a member of the management team. Where possible, you should keep notes of the harassment or bullying so that the formal complaint can be investigated, including the date, time and whereabouts of the incident.



Formal complaints will be dealt with under the grievance procedure and all possible actions will be taken to separate you from the perpetrator.

If you bring a complaint to the management team of harassment or bullying, you will not be victimised. If, however after a full investigation, the Company has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action under the Company's disciplinary procedure.

A rectangular area containing a handwritten signature in black ink, which appears to be "Phil Shelley".

Signed:

Date: 02/08/2024

Review date: 02/08/2025

Phil Shelley

Chair of Trustees

innov8 Workshops CIO