

Bullying and Harassment Policy

Best Practice Training & Development Ltd is committed to providing the best possible learning experience for all learners by:

- Maximising the potential of its staff and learners.
- Setting clear and consistent standards of behaviour at work, based on the values and ethos of the company.
- Helping learners, staff and managers to achieve and maintain their standards throughout the company.
- Ensuring that where formal action is necessary, it is fair and effective.

The purpose of this bullying and harassment policy is to assist the company and all of its staff and learners to achieve those objectives, particularly in the context of dealing with allegations that individuals have been subjected to bullying or harassment.

For the purposes of this policy, bullying is behaviour which is offensive, intimidating, malicious, humiliating or degrading and which comes about through the abuse or misuse of power or influence.

It should be remembered that a reasonable instruction as part of line management is not bullying or harassment.

For the purposes of this policy, a person subjects another to harassment where:

- He or she engages in unwanted conduct which has the purpose or effect of:
- Violating that other person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other person;
- Conduct will only be considered as having such an effect, if having regard to all the circumstances, including in particular the perception of the other person, it should reasonably be considered as having such an effect. In other words, the perception of the other person is one factor which must be taken into account, but it is not conclusive, and all other relevant circumstances should also be considered, and a reasonable conclusion should be reached.

It should be noted that conduct which is engaged in for the purpose of having such an effect will be considered to be harassment even where it does not, in fact, have that effect.

Both bullying and harassment may take the form of physical conduct, verbal conduct or non-verbal conduct.

Examples of behaviour, although this is not an exhaustive list, which would normally be regarded as bullying or harassment (or both) include:

- Persistently humiliating an employee by making seriously adverse comments in front of his or her colleagues.
- Deliberately singling out an employee to be unfairly overloaded with work in comparison with others.
- Making sexual advances which are known to be unwelcome;
- Making derogatory comments.
- Using offensive or derogatory nicknames.

Best Practice Training & Development Ltd regards bullying and harassment as extremely serious issues.

Individuals who are found to have bullied or harassed others will be the subject of disciplinary action.

This policy applies to bullying and harassment concerns raised by all staff and learners.

This policy does not form part of the terms and conditions of employment of any staff and may be amended or replaced from time to time by the company.

The application of this policy will be monitored to identify cases of bullying or harassment in relation to gender, race, disability, age, sexual orientation transgender or religion.

This policy relates to learners and staff. However, all learners and staff have a responsibility to safeguard each other and our learners from harassment and bullying.

This Bullying and Harassment Policy is made known to all our staff including all Best Practice consultants, trainers, assessors and all learners and course delegates.

The Bullying and Harassment Policy is the responsibility of the Managing Director to implement.

If you feel that you have been unfairly treated or discriminated against in your workplace or by a member of Best Practice's own staff, then please put your complaint in writing to:

Managing Director
Best Practice Training & Development Ltd
First Floor
Centre Block
Hille Business Centre
132a St Albans Road
Watford
WD24 4AE

Signed on behalf of Best Practice Training & Development Ltd



D S Allenstein
Managing Director

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