

Woodmancote School

HARASSMENT POLICY AND PROCEDURES

Designated Member of Staff: G Tucker/Staffing and Finance Committee

Our Equal Opportunities policy requires all employees to be treated fairly and with respect, and entitles them to work in an environment free from harassment and bullying. Harassment and bullying are defined as any unwanted conduct towards an individual because of gender, race, disability, religion, nationality, age, sexual orientation or any personal characteristics exploited to humiliate, intimidate or demean and which may cause an individual distress.

Every Employee.....

- Has a responsibility to behave in a way that is not offensive to others and should not allow others to do so.

Examples of harassment

The examples given below, which include unacceptable physical and verbal conduct, are not exhaustive. Harassment on grounds of race, sex and disability now constitute forms of discrimination under the law.

Sex-related harassment

Examples include displaying power over a man or a woman because of gender through disparaging gender-related remarks and threatening behaviour.

Sexual harassment

Examples include unnecessary touching, unwelcome jokes of a sexual nature, inappropriate use of suggestive visual display unit material, intimidating behaviour such as asking for, or offering, sexual favours in return for positive academic assessment or promotion.

Harassment on grounds of sexual orientation

Examples include homophobic remarks or unwelcome jokes, threats to disclose sexuality and intimate questions about sexual activity.

Racial harassment

Examples include inappropriate questioning and/or jokes about racial or ethnic origin, offensive graffiti and intimidating behaviour, including threatening gestures.

Personal harassment

Examples include making fun of personal circumstances or appearance.

Bullying

This can be physical or psychological. Examples of psychological bullying include unmerited criticism, isolation, gossip, essential information withheld, or behaviour that is intimidating or demeaning.

Harassment of disabled people

Examples include discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.

Age harassment

Examples include derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person.

Stalking

This can be physical or psychological. Examples include leaving repeated or alarming messages on voice mail or e-mail, following people home, or approaching others to ask for personal information.

Individuals must feel confident enough to bring complaints forward either informally or formally through:

Occupational Health Unit

Oxleaze Wing

Shire Hall

Glos

GL1 2HZ

Tel. 01452 (42)5073

HARASSMENT COMPLAINTS PROCEDURES

1. Whenever possible, a member of staff who believes that he or she has been harassed should in the first instance raise the matter directly with the person responsible and ask that person to stop the harassing behaviour.
2. If such a course is not reasonably practicable or fails to cure the problem, the member of staff should raise the matter with the Head.
3. If the Head is unable to resolve the complaint informally, or decides that the matter is sufficiently serious to warrant formal investigation, both the complainant and the accused will be entitled to be accompanied to any hearings by a colleague or representative of their union or professional association. Confidentiality will be maintained throughout the necessary investigations. Hearings will usually be conducted by the Head although she may nominate someone to take her place, if the circumstances render this more appropriate.
4. If a complainant is not happy with the outcome of an investigation by the Head, he or she may appeal to the panel of three members of the governing body. The appeal body's decision will be final.
5. If the investigation reveals that the complaint is valid, disciplinary action against the accused will then be considered, on the basis that harassment is regarded as gross misconduct.

Date: Feb 2009

Signed..... (Chair of Finance and Staffing)

Review: Feb 2012