

Bullying and Harassment Policy



May 2025

Version History

Date Changed	Version	Reason	Completed By	Comments
27/05/2025	1.0	Document Creation	Michael White	Initial document created

1. Policy Statement

Semester: Learning and Development Limited ("the Company") is committed to providing a working and learning environment that is free from bullying, harassment, and any form of intimidation or discrimination. All individuals—whether employees, contractors, learners, or visitors—are expected to treat others with dignity and respect.

The Company has a zero-tolerance approach to bullying and harassment and will take all complaints seriously, investigating them promptly and thoroughly.

2. Purpose

This policy aims to:

- Promote a safe, respectful, and inclusive environment.
- Prevent bullying and harassment.
- Outline procedures for reporting and managing incidents.
- Ensure compliance with relevant legislation, including the Equality Act 2010 and the Health and Safety at Work Act 1974.

3. Scope

This policy applies to:

- All employees (permanent, temporary, and contract).
- Learners and trainees enrolled in any programmes delivered by the Company.
- Contractors, consultants, and third-party providers.
- Visitors to Company premises or online learning platforms.

4. Definitions

4.1 Bullying

Bullying is repeated behaviour that is offensive, intimidating, malicious, or insulting. It may involve the misuse of power and can undermine, humiliate, or injure the person on the receiving end.

Examples include:

- Spreading malicious rumours.
- Excluding or isolating someone socially.
- Undermining a person's work or confidence.
- Yelling, swearing, or verbal abuse.
- Persistent criticism without justification.

4.2 Harassment

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics include: age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Examples include:

- Unwelcome jokes or comments.
- Offensive images or gestures.
- Intrusive questioning about personal life.
- Physical intimidation or unwelcome touching.

4.3 Cyberbullying

Cyberbullying involves bullying or harassment through digital channels, such as email, messaging apps, or social media. Examples include posting derogatory comments, sending threatening messages, or sharing private information without consent.

5. Responsibilities

5.1 Management and HR

- Foster a culture of respect and inclusion.
- Ensure all staff are trained on this policy.
- Respond promptly to complaints or concerns.
- Take appropriate action, including disciplinary measures.

5.2 Employees, Learners, and Others

- Treat everyone with respect and dignity.
- Report any incidents of bullying or harassment.
- Co-operate fully with investigations.

6. Reporting Procedures

- Any individual who experiences or witnesses bullying or harassment is encouraged to report it promptly.
- Reports can be made to a line manager, HR representative, or safeguarding officer.
- All complaints will be handled confidentially and without retaliation.

7. Investigation Process

- A designated person will review the complaint and may initiate a formal investigation.
- All parties involved will be given an opportunity to present their account.
- A written report of findings and any necessary actions will be prepared.

8. Disciplinary Action

- If bullying or harassment is substantiated, disciplinary action may include a formal warning, suspension, or termination of employment or enrolment.
- False or malicious complaints may also result in disciplinary action.

9. Support for Affected Individuals

- Individuals affected will be offered support such as counselling, mediation, or adjustments to working/learning arrangements.
- No individual will suffer detriment for raising a genuine concern.

10. Review and Monitoring

This policy will be reviewed annually or in response to relevant changes in legislation or circumstances. Monitoring of incidents will help ensure the effectiveness of this policy.

Approved by:



Michael White
Operations Director
Semester: Learning and Development Limited

Date: 27th May 2025

Next Review Due: June 2026
