

Harassment and Bullying At Work Policy



Rationale

Rosehill College is committed to zero tolerance of all forms of harassment and the promotion of a harassment-free workplace.

General

1. Staff at Rosehill College can expect to be treated with dignity and respect by other staff.
2. Harassment includes bullying, abuse of authority, discrimination and sexual harassment.
3. Workplace bullying is the continual attack on another person's sense of well-being and self-confidence.
4. Harassment in the workplace can lead to loss of emotional and physical health, the undermining of a person's ability to carry out their duties and the undermining of staff morale.
5. Harassment is often defined by the effect and impact on the recipient, but takes into account the intention of the behaviour of the other party.
6. Harassment is not the firm and reasonable expectation by a manager that the tasks identified in the job description are carried in a satisfactory and timely manner.

Guidelines

1. Rosehill College will treat complaints of harassment seriously.
2. Procedures for dealing with complaints may include informal steps, restorative meeting or conference, formal complaint, dispute resolution and mediation.
3. Formal complaints will be investigated fairly and sensitively, under the Complaints Policy.
4. Any member of staff found to have harassed another member of staff may be subject to the disciplinary provisions set out in their employment agreement.

Definitions

Harassment is any behaviour directed towards an individual or group that a reasonable person would expect to insult, intimidate, victimise or disadvantage the recipient, and which is:

- Unwelcome, hurtful or offensive to the recipient
- Repeated, and/or is of such significance as to adversely affect the recipient's employment or well-being.

Forms of Harassment include but are not restricted to:

- Personal insults
- Uninvited physical comments/contact
- Inappropriate touching
- Sexual references/comments
- Offensive hand or body gestures
- Repeated unwelcome social invitations
- Invading co-workers personal space
- Sarcastic/sexual jokes and put-downs
- Inappropriate and/or offensive racist/sexist remarks/comments
- Treating people as if they were invisible and/or had not spoken
- Laughing at people behind their backs
- Constant humiliation and/or ridicule
- Threats and Intimidation – verbal and non-verbal
- Inappropriate "Humour"
- Public shaming and rude interruptions

Discrimination is conduct which is likely to result in less favourable treatment, or create a less favourable environment, for any person/group than for another under similar circumstances, by

Forms of Discrimination include but are not limited to:

- Gender
- Race/ethnicity/country of origin
- Age
- Religion
- Sexual orientation
- Marital/family status

What Harassment Is Not:

The following are examples of behaviours that are not considered to be harassment or bullying:

- Friendly banter, light-hearted exchanges, mutually acceptable jokes and compliments;
- Friendships, sexual or otherwise, where both people consent to the relationship;
- Assertive expressing of opinions that are different from others’;
- Free and frank discussion about issues or concerns in the workplace, without personal insults;
- Legitimate criticisms made to a staff member about their behaviour or work performance (not expressed in a hostile, harassing manner);
- Issuing of reasonable instructions in line with delegated authority and expecting them to be carried out;
- Warning or disciplining a member of staff consistent with STCA;
- Insisting on satisfactory standards of performance in terms of quality, safety and team cooperation; and
- Giving negative feedback, including in a performance appraisal, and requiring justified performance improvement.

Signed for the Board of Trustees

A handwritten signature in black ink, appearing to be 'R. Murphy', written in a cursive style.

26 March 2015

Date Reviewed