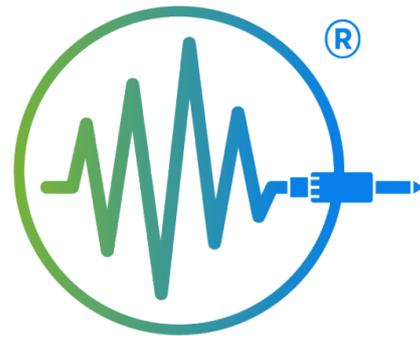


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Anti-Bullying & Harassment Policy (Staff)

Statement of Policy

Anti-Bullying & Harassment Policy

The Lisa Lashes School of Music is committed to encouraging and maintaining good employee relations within a working environment which fosters teamwork and encourages employees to give their best.

- Everyone at the Lisa Lashes School of Music and those who have dealings with the school has a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others.
- In addition to the obligations placed upon both employers and employees by the Equality and Human Rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively competently and confidently.
- This policy applies to all staff working within the organisation and to all employees working off the premises. It extends to include non-permanent workers such as secondees, contractors, agency, temporary staff, consultants and any other workers.
- The policy, in addition, covers the behaviour of staff outside working hours which may impact upon work or working relationships.
- The Lisa Lashes School of Music has a “zero tolerance” policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally. Key Principles.
- We will provide and sustain a safe working environment in which everyone is treated fairly and with respect. Those working or dealing with the Lisa Lashes School of Music must not encounter harassment, intimidation or victimisation based on gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, disability, offending background or any other personal characteristic.
- Everyone carries personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness, or which comes to their attention.
- Employees have a responsibility to act as role models, proactively addressing instances of bullying and harassment.
- Managers should also make themselves aware of their responsibility.

Harassment

Harassment may be an isolated occurrence or repetitive: it may occur against one or more individuals. Harassment may be, but is not limited to:

- Unwanted by the recipient
- Is considered objectionable
- Causes humiliation, offence, distress or other detrimental effects.
- Physical contact ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
- Verbal, unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter of an offensive language.
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities.

Bullying

Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour, which is offensive, abusive, intimidating, malicious or insulting. bullying includes but is not limited to:

- Conduct that degrades, ridicules or humiliates an individual, especially in front of colleagues
- Humiliating an individual in front of colleagues
- Conduct which is intimidating, physically abusive or threatening
- Picking on one person when there is a common problem
- Shouting at an individual to get things done
- Consistently undermining someone and their ability to do the job
- Setting unrealistic targets or excessive workloads

Cyberbullying

Cyberbullying - bullying via email. This should be in mind where employees are working remotely and are managed by email. Care and sensitivity should be practised regarding the choice of context and language.

Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines.

Harassment and Bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

When a complaint of Harassment or Bullying is brought to the attention of the head teacher or deputy head, whether informally or formally, prompt action must be taken to investigate the matter. Corrective action must be taken where appropriate and this may require an investigation under the Lisa Lashes School of Music Disciplinary Policy and Procedure.

If it is considered that one of the parties concerned in a harassment or bullying case should be moved from their current workplace, then as a matter of principle LLSOM will normally remove the alleged perpetrator rather than the complainant.

However, the final decision on who should be moved should reflect the circumstances of the case and advice from human resources to the relevant manager. It should be noted and explained to those concerned that the moving of either party is not an implication of guilt or culpability and no detriment to either party will be construed consequently.

All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. Any breach of confidentiality in this regard may render those responsible liable to disciplinary actions. However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.

All complaints of harassment or bullying whether raised formally or informally must be notified by the recipient of the complaint to human resources for recording in accordance with the requirements of the Equality 2010 Act and the Human Rights legislation. This legislation requires such records to be maintained and the incidence of bullying and harassment to be monitored.

This policy and procedure will be reviewed periodically giving due consideration to legislative changes.

PROCEDURE

Informal Resolution

Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.

Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded.

If the complainant feels unable to approach the alleged harasser, a work colleague, or representative could be asked to speak to the alleged harasser on the complainant's behalf. A note should be made of the action taken and the matter notified to Human Resources.

An individual who is made aware that their behaviour is unacceptable should: -

- Listen carefully to the complaints and the concerns raised
- Respect the other person's point of view: everyone has a right to work in an environment free from harassment/intimidation
- Understand and acknowledge that it is the other person's reaction/perception to another's behaviour that is important;
- Agree on the aspects of behaviour that will change
- Review their general conduct/behaviour at work and with workplace colleagues.

Formal Resolution

If the alleged harassment continues, the complainant feels unable or unwilling to deal with the matter

informally, or the allegation is so serious as to prevent the use of the informal procedure, a complaint should then be raised formally with the employer.

Normally, the employer's representative will be the employee's line manager. However, if the employee feels unable to do this, they should submit the complaint in writing to a more senior manager within their Department or Directorate. In exceptional circumstances, allegations may be raised directly with the relevant Director, who will with other appropriate senior managers, arrange for the matter to be progressed in accordance with this policy and procedure.

When dealing with a complaint of harassment under the Formal Resolution Procedure, the relevant manager should:

- A. Take full details of the incidents in writing from the complainant and their representative (if appropriate);
- B. Take full details from any witnesses/other complainants who come forward and may have witnessed the alleged behaviour.
- C. Inform the alleged harasser of the complaints against him/her, advise the alleged harasser to seek representation and invite him/her to a meeting in order that they can comment on the allegations against them.
- D. Keep all parties informed of expected timescales. e Inform all parties in writing of the outcome and any action that may be required.
- E. If the allegations and the working situation warrants it, the alleged harasser may be suspended during the investigation (in accordance with the established disciplinary procedure) or transferred temporarily pending the outcome of the inquiry to another Department.
- F. Should there be a case to answer against the alleged harasser, the manager who has dealt with the complaint will communicate this to an impartial manager who will conduct a separate disciplinary investigation. The normal disciplinary procedure for misconduct/gross misconduct should then be followed. However, the following points should be considered: -

The complainant will normally be required to attend the disciplinary hearing as a witness unless there are exceptional circumstances which prevent them from doing so

If the complainant is required to attend, they are entitled to be accompanied by either a Trade worker, colleague or a work person of their choice

If the complaint is upheld at the disciplinary stage, there are several possible outcomes for the harasser, depending on the evidence presented and the circumstances. These could include, but are not limited to:

- Dismissal
- A formal warning
- A recommendation of redeployment of the harasser, either on a temporary or a permanent basis.
- Implementation of other sanctions as detailed in the Lisa Lashes School of Music Disciplinary Policy.
- Making arrangements for both parties to work as separate as possible within the same workplace.

In addition to the above, the harasser may be required to attend any training courses as deemed necessary by LLSOM.

It should also be noted that the complainant may wish to move the department/section depending upon the nature of the complaint and the people involved. Appropriate consideration should be given to this request and the outcome with reasons provided to the complainant.

With any allegation, the need for a thorough and objective investigation is paramount. Consequently, if through the course of the investigation evidence demonstrates that the allegation has been made frivolously, maliciously, or for personal gain, then the individual making the complaint will be subject to Disciplinary proceedings as outlined in LLSOM Disciplinary Policy.

Appeals

Appeals against decisions taken under the Bullying and Harassment at Work Policy and Procedure shall be dealt with in accordance with the appeals process in the Disciplinary Procedure.

Appeals by a complainant about the outcome of any inquiry will be dealt with in accordance with the appeal process procedures.

Records

Where the complaint is informal and resolved at this stage, no record will be kept on personal files.

Following a formal investigation, where the complaint is not substantiated, no records will be retained.

Where a complaint is substantiated or partially substantiated but does not proceed to disciplinary, a letter confirming the outcome will be retained on the personal file and supporting documentation retained in a separate file for a period of 12 months.

Date: 3rd January 2020

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Policy renewal date:

January 2021