



Anti-bullying & Harassment Policy



Core Documentation Cover Page

Anti-bullying & Harassment Policy

| Version number | Dates produced and approved (include committee) | Reason for production/ revision | Author | Location(s) | Proposed next review date and approval required |
|----------------|---|--|---|--|---|
| V1.0 | Mar 2011 SMT | To ensure that a working environment for all staff & students is comfortable and free from all forms of bullying and harassment. | Corporate Services Director HR Assistant | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Mar 2012 |
| V2.0 | Mar 2012 SMT | Biennial Review No Changes | Corporate Services Director HR Assistant | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Mar 2014 |
| V3.0 | Jul 2017 PRAG Chair | Administrative Amendment to update institution name change from British School of Osteopathy to University College of Osteopathy | HR Manager | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Mar 2019 |

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

ANTI-BULLYING & HARASSMENT POLICY

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1. SCOPE

- 1.1 The University College of Osteopathy (UCO) is committed to providing a working environment for all staff & students that is comfortable and free from all forms of bullying and harassment.
- 1.2 The UCO adopts a zero-tolerance approach towards bullying and harassment and any employee or student who is found to have harassed or bullied a colleague will be subject to disciplinary action, up to and including summary dismissal.
- 1.3 For the purposes of this policy, and those policies relating to the following outlined procedures, harassment is defined as occurring when: “someone engages in unwanted conduct which has the purpose or effect of violating someone else’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment, unwanted conduct of a sexual nature (sexual harassment), treating a person less favourably than another person because they have either submitted to, or did not submit to, sexual harassment or harassment related to sex or gender reassignment “.

2. THE POLICY

- 2.1 If the UCO has grounds to believe that an employee or student may have been bullying or harassing another employee, whether or not there has been a formal complaint, the UCO will instigate an investigation into the alleged bullying or harassment.
- 2.2 Any employee who believes that another employee or student's conduct amounts to bullying or harassment has the absolute right to complain to their line manager/member of the HR/Registry/Student Support/School management teams. Furthermore, employees and students have the right to complain if they believe that they have been bullied or harassed by a third party, for example a patient or supplier.
- 2.3 Employees and students are encouraged to report any incidents of bullying or harassment that they experience or witness so that the UCO can investigate and resolve the matter. The UCO will take all such complaints seriously and an employee who makes a genuine complaint of bullying or harassment will be protected and will not be penalised or victimised in any way.
- 2.4 As part of its investigations, the UCO will:
 - a) check whether the employee or student suspected of bullying or harassment has received previous warnings for similar misconduct (or other types of misconduct) and, if so, whether any earlier warnings are active;
 - b) talk in confidence to any employees or students who may have evidence relating to the employee or student's alleged behaviour;
 - c) endeavour to persuade any employees or students who may have been witness to the employee or student's alleged bullying or harassment, or who may have knowledge of it, to give a written statement to that effect;
 - d) set up an interview with the employee or student believed to have bullied or harassed a colleague, allowing him/her the right to be accompanied at the interview;

- e) allow the employee or student a full and fair opportunity to answer any allegations against him/her and/or explain his/her conduct;
 - f) assess objectively whether the employee or student's conduct appears to have amounted to bullying or harassment;
 - g) adopt an objective and balanced approach to the information gained as a result of the investigation;
 - h) avoid allowing personal views about the employee or student to influence the overall assessment of the conduct under review; and
 - i) keep confidential records of the investigation and ensure that these are handled in accordance with the Data Protection Act 1998.
- 2.5 The UCO reserves the right to suspend or temporarily redeploy either the employee or student suspected of bullying or harassment or the employee or student raising a complaint of bullying or harassment during the investigations, if it is considered in the interest of the individual(s) or the UCO to do so. Suspension in these circumstances does not constitute disciplinary action and will be on full pay (if an employee).
- 2.6 As soon as possible following the conclusion of the investigation, the UCO will inform the employee or student suspected of bullying or harassment as to the outcome. The UCO will decide at that point whether or not it is appropriate to instigate disciplinary action against the employee or student. Any disciplinary proceedings will, where possible, be conducted by a different manager or tutor from the person who conducted the investigation.

3. LAW RELATING TO THIS POLICY

- 3.1 Includes:
- a) Leading statutory authority
 - b) Data Protection Act 1998
 - c) Equality Act 2010
 - d) Employment Rights Act 1996
- 3.2 If an employee or student is subjected to harassment, whether physical, verbal or non-verbal, on grounds of sex, transgender status, marital status (including civil partnership), race, disability, sexual orientation, religion or belief (including lack of belief), pregnancy & maternity or age, he or she may have grounds to bring a complaint to a tribunal under the Equality Act 2010.
- 3.3 There is no minimum period of service required to bring a claim for discrimination or harassment to tribunal. Courts and tribunals have consistently interpreted harassment as behaviour that is unwanted and offensive to the person on the receiving end, irrespective of the motive of the harasser. The Equality Act 2010 contains an express definition of harassment.
- 3.4 It is important to note that the law states that it is not the intention of the perpetrator which defines a particular type of harassment but the effect it has on the recipient.