



## **21a Workplace Bullying and Harassment**

### **Policy statement**

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010. Peter Pan Pre-school takes seriously and supports any staff member who feels that they may have been bullied and/or harassed.

Examples of bullying or harassing behaviour include:

- Spreading malicious rumours
- Unfair treatment
- Picking on someone
- Regularly undermining a competent worker
- Denying a person's training or promotion opportunities

Bullying and harassment can happen:

- Face-to-face
- Via a third party
- By letter
- By email
- By phone
- On the internet (Social media)

Bullying itself is not against the law, but harassment is. This is when the unwanted behaviour is related to the following:

- Age
- Sex
- Disability
- Gender
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

## **Procedures**

Employees may attempt to resolve the problem informally first if they feel confident to do so. Otherwise, they may talk to the:

- Manager (Andrea Francis) and / or:
- Chairperson (Sam Taylor)

If the employee does not feel comfortable speaking to either of the above they may raise the issue with another member of the committee.

If this doesn't work, the employee can make a formal complaint using the Peter Pan grievance procedure. If this doesn't work and they're still being harassed, they can take legal action at an [employment tribunal](#).

They could also call the Acas (Advisory, Conciliation and Arbitration Service) helpline for advice:

### **Acas helpline**

Telephone: 0300 123 1100

Textphone: 18001 0300 123 1100

Monday to Friday, 8am to 8pm

Saturday, 9am to 1pm

## **Legal Framework**

Equality Act, 2010.

## Further guidance

[www.gov.uk/workplace-bullying-and-harassment](http://www.gov.uk/workplace-bullying-and-harassment)

Staff member	Signature confirming that staff have read and understood the policy	Date
Andrea Francis		
Emma Jameson		
Sally Kenny		
Nina Wilson		
Michelle Munden		