

# POLICY



## Harassment and Anti-Bullying Policy

### VERSION CONTROL

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## Policy Statement

Harassment and bullying of any kind are a serious issue which can affect people's health, work performances, promotion, job prospects and learning and achievement. Orangebox is committed to eliminating all forms of intimidation, harassment or bullying, wherever they are identified.

This applies to harassment and bullying on the grounds of gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, belief, marital status or any other protected characteristic.

This policy is therefore intended to provide a framework, which will assist in the prevention of harassment and bullying and to ensure compliance with all safeguarding protocols and provide guidance as to what action should be taken if such incidents occur.

## Definitions

All employees, associates, agency contractors, temporary employees, learners, and subcontractors have a responsibility to recognise harassment and bullying and take appropriate action in accordance with this policy immediately they become aware of any such behaviour.

Orangebox defines workplace bullying as:

- Any unwanted or unwelcome behaviour towards an employee or groups of employees which offends, insults or undermines them;
- Repeated attacks on personal or professional work which are usually unfair and without warning or good reason;
- An abuse of power that can cause such stress that people lose their confidence;
- Peer-to-peer behaviours that create tension, discomfort or conflict, or cause the individuals or other colleagues to fear coming in to the workplace;

Inappropriate use of all information technology; forwarding of images, film etc. which may result in offending, embarrassing any individual or group.

Orangebox defines harassment as:

Harassment is any unwanted behaviour (physical, verbal or implied) that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed.

### **Summary of the code of conduct**

Orangebox expects all of its employees, associates, agency contractors, temporary employees, learners, and subcontractors to adhere to a code of conduct that aims to prevent harassment & bullying. The key principles for staff to observe are as follows:

- Treat each other with respect;
- Work with colleagues in a collaborative manner to achieve goals;
- Maintain high standards of work and behaviour;
- Promote and demonstrate Orangebox's values and adhere to relevant organisational policies
- Seek help if for any reason they are unable to make their proper contribution.
- All employees of Orangebox have responsibility for ensuring that any incidents of harassment or bullying are dealt with in line with the safeguarding policy and procedure.

Line Managers will have overall day-to-day responsibility for ensuring that harassment and bullying are not practised at Orangebox, and that any general lessons learned from their reporting, investigation and resolution are shared where appropriate.

### **Reporting incidents of harassment & bullying**

As stated above, each member of the Orangebox team has a responsibility for the climate, the culture, of the organisation we work in. By accepting this responsibility, we take an active part in creating its future; by not accepting it we take no less active a part.

If we as individuals allow a bully to go unchallenged then we are actively supporting a culture in which bullying is acceptable. Orangebox therefore expects its employees to report all instances of bullying that they become aware of, either because they witness it or because they see its effects on a colleague, as well as address it directly 'in situ' if deemed safe to do so. This approach will help to ensure that any incidents will not be allowed to escalate or left to 'fester', creating more serious issues for Orangebox in the future as well as having a detrimental effect on the individuals involved.

To report an incident of bullying you may approach any of the following to speak to them in confidence, or send them an email:

- Your line manager
- Any senior manager or director
- The CEO
- Orangebox's Designated Safeguarding Lead
- A trusted colleague

In line with this policy, no one reporting an incident of harassment or bullying will be subject to any mistreatment or discrimination.

### **Dealing with incidents of harassment and bullying**

In order to effectively deal with individual issues, and to maintain the integrity of Orangebox's zero tolerance culture, any team member who is informed of suspected harassment or bullying should follow the procedure below:

- Staff informed of such behaviour should first listen to the individual concerned and make such enquiries necessary to clarify exactly what has been happening.

- The individual should be assured that they have acted correctly by reporting this in line with relevant policies and procedures (for example Safeguarding or Whistle Blowing) to someone who may assist.
- The staff member should attempt to give advice and support to individual about how to deal with the bully, in accordance with this policy document, but should also state that they shall seek advice from other sources.
- The staff member should make a written summary of events and complete a complaint form to bring this information to the attention of the safeguarding appointed person or a manager who may look for outside guidance on the matter if appropriate; this would then be discussed as a team.
- The relevant staff member should follow this up and talk to all the individuals concerned (person being bullied/ bully), agree actions and follow them through. All details should be recorded.
- Should the incident involve an Orangebox learner, employers, mentors and parents should be involved as appropriate and with the full agreement of the individual concerned.
- Specific actions by bully/ bullies (e.g., violence, theft etc.) may have to go through Orangebox disciplinary procedures where appropriate.
- If a learner has suffered any form of harassment or bullying, he or she should be fully supported by the relevant staff member until the situation has been brought to a satisfactory result and fully resolved.

## Version Change Log

Provide a brief synopsis of changes made to this policy and any document changes, named staff or references to other materials.

Date	Change made	Changed by	Reason