

Harrassment Policy

“Love your enemies”
Matthew 5:38



Mission Statement

At The Cathedral Catholic School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Harassment is a serious issue which can affect people's health, work performances, promotion, job prospects and learning and achievement.

The Service is committed to eliminating all forms of intimidation, harassment or bullying.

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, social or any other personal characteristic.

Lancashire Adult Learning will:

- Ensure that all allegations of harassment or bullying, received either informally or formally, are dealt with promptly, sensitively, fairly, objectively, confidentially and seriously, through an established procedure
- Provide training to support this policy for all staff as part of the induction process and through Professional Development programmes
- Ensure that the policy is widely published and its contents made known to all staff, students, contractors and visitors
- Monitor the incidence of harassment to identify trends and underlying issues

The policy should be read in conjunction with Lancashire County Council's Equality and Diversity Policies and the Safeguarding Adults Policy.

The purpose of this Procedure is to allow for complaints to be properly considered, for conclusions to be reached and, where necessary, to provide for action to be taken to remedy an unsatisfactory situation/improve future working practices. If at any time prior to the investigation or during its process the Principal is of the view that gross misconduct may have taken place, action will be taken in accordance with the Disciplinary Procedure.

Definitions

Harassment is described as unwanted conduct that affects the dignity of women or men in their place of work or study; it encompasses unwelcome physical, verbal or non-verbal behaviour that denigrates, ridicules, excludes or intimidates. It may include display of offensive materials or other forms of negative treatment of a person which is offensive to the recipient and is based on the individual's disability, religion, sexual orientation, age or other personal characteristic.

All forms of harassment or bullying can lower morale and personal confidence undermine job security, interfere with performance, cause loss of work time due to sick leave and/or create a threatening, intimidatory or humiliating environment.

Sexual harassment is defined by the EU as "when any form of unwanted verbal, nonverbal or physical conduct of a sexual nature occurs with the purposes or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment." (Employment Equality (Sex Discrimination) Regulations, 1st October 2005)

Examples of sexual harassment may include verbal threats or abuse, sexual mockery or innuendo, lewd behaviour and conversation (not necessarily directed at the victim), unacceptable touching, sexual assault, suggestions that sexual favours are a condition of retention of jobs or promotion, and the display of sexually offensive material in the workplace including via electronic transmission.

Bullying is conduct which affects the dignity of individuals can include any form of unreasonable behaviour directed towards any employee or non employee which is general and does not relate directly to their race, sex, disability, age, sexual orientation, religion etc. Bullying itself is intimidation on a regular and persistent basis which serves to undermine the competence, effectiveness, confidence or integrity of the target. It involves a misuse of power, position or knowledge to criticise, humiliate or destroy a manager or colleague

Racial harassment (see also Racial Harassment policy) is conduct of a racial nature which affects the dignity of individuals (as defined by their racial origins). It includes any comments, including 'jokes', of a racial nature (not necessarily directed at the victim) which are deliberate and unwelcome.

Threats, abuse, mockery together with any form of assault are more serious manifestations of the same problem. The display of racially offensive material in the in the working environment through any medium, including electronic transmission is equally unacceptable.

The Stephen Lawrence Inquiry Report defined a racist incident as "any incident which is perceived to be racist by the victim or any other person" and that this definition should be universally adopted. In investigating a complaint of racial harassment this addition to the broader definition will also be considered to be relevant.

Disability harassment is conduct based on disability affecting the dignity of individuals in their place of work or study. It includes comments and "jokes" which are deliberate and unwelcome. Threats, abuse, mockery, together with any other form of assault are more manifestations of the same problem.

Harassment or bullying may include:

- Physical – actual assault, threatening gesture or other aggressive or offensive behaviour
- Verbal – spoken, textual, electronic or pictorial words or images which are threatening, defamatory, humiliating, abusive, sexually suggestive or racially offensive, including malicious gossip, comment, jokes or banter
- Non-verbal – isolation, exclusion or segregation; abuse of power, removal of responsibility, behaviour which undermines confidence or unfair sanctions.

Harassment may be repetitive or an isolated occurrence against one or more individuals.

It is not the intention of the harasser but the conduct itself and its impact on the recipient which constitutes harassment.