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# Harassment & Bullying Policy

## Table of Contents

| Section | Title          | Page Number |
|---------|----------------|-------------|
| 1       | Purpose        | Pg 1        |
| 2       | Our Commitment | Pg 1        |
| 3       | Legislation    | Pg 1-2      |

# Harassment & Bullying Policy

## 1: Purpose

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WELL Associates Ltd aims to create a working environment that respects the dignity and rights of all employees, and where individuals have the opportunity to realise their full potential.

The aim of the WELL Associates Ltd policy is to support this ethos and to strive to prevent harassment and bullying from occurring.

## 2: Our Commitment

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WELL Associates Ltd will not tolerate any form of harassment or bullying and is committed to ensuring that employees are able to work confidently and without fear of harassment, bullying or victimisation.

Therefore, if a complaint is made to WELL Associates Ltd, it will be investigated promptly, and appropriate action will be taken in line with the WELL Associates policy.

Where an employee is found to have committed a serious act of bullying or harassment this will be dealt with under the disciplinary procedure and may be viewed as gross misconduct, which could result in summary dismissal.

Where an employee reports an incident of harassment or bullying by a third party, staff, or learners, WELL Associates Ltd will take immediate and appropriate action.

In order to meet our commitments, WELL Associates Ltd undertakes to publicise its policy fully and to ensure that employees understand their rights and responsibilities.

All employees and agency workers will be made aware how to access the policy, either via the WELL Associates Ltd Intranet or in hard copy.

In addition, WELL Associates Ltd will make contractors, consultants and secondees aware of its policy.

Visitors to WELL Associates Ltd will also be made aware of the WELL stance on bullying and harassment.

## 3: Legislation

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Individuals are protected from harassment and bullying under the following legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Employment Rights Act 1996
- Criminal Justice Public Order Act 1994

## Harassment & Bullying Policy

- Equality Act 2010
- Data Protection Act 2018 and GDPR Regulations

Under these pieces of legislation, an employee may be held individually liable for an act of harassment, as well as WELL Associates Ltd being held vicariously liable for that employee's act.

WELL Training