



Transcend Group Ltd

The Management Specialists

Going Beyond, Excelling, Exceeding Expectations

Bullying and Harassment Policy

Transcend Group Ltd encourages a learning and working environment and culture in which bullying and harassment are unacceptable.

Bullying and harassment is any inappropriate behaviour that leads to a person to feel less able to continue with their learning or work, or which affects the dignity of any person or group of people. Harassment may happen often or be a single incident. It can take many forms such as unnecessary physical contact or creating an unpleasant or intimidating environment within learning programmes or work situations.

Bullying and harassment may include:

- *Physical – contact such as touching, patting, assault, intimidating and / or aggressive behaviour*
- *Verbal – contact such as unwelcome remarks, suggestions and propositions, malicious gossip, insults, jokes and banter, racist comments and jokes*
- *Non-verbal-contact such as offensive literature, racist literature, pictures, graffiti, computer images, isolation, non-cooperation, being excluded from activities or discussions*

Transcend Group Ltd has a legal responsibility to ensure the health and safety of learners and employees and a working environment which is free from unlawful discrimination, bullying and / or harassment.

Learners and employees have a responsibility to respect the feelings and sensibilities of others in the learning environment and / or workplace, and to behave in a way which does not cause offence. In some instances individuals may be genuinely unaware that their behaviour is causing offence, but it is the duty of each individual to be sensitive to the impact their conduct may have on other learners and / or colleagues.

Bullying and harassment:

- *Can have a devastating effect on an individual*
- *Is offensive and degrading*
- *May cause anxiety, loss of concentration, illness and absence from work*
- *Can have a damaging effect on the working environment, resulting in poor morale, higher turnover of staff and reduced productivity*
- *Could result in both a harasser and Transcend Group Ltd being held liable for damages, where legal claims are raised.*

Should a learner or employee feel they are being bullied or harassed they should refer to the Complaints Procedures found within the learner Induction Pack or the Transcend Group Ltd Employee Handbook.



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