

Bullying and harassment are unacceptable at Poultec Training Limited. All learners and staff must take action to stop unfair treatment. Everyone has a duty not to ignore, condone by their silence or collude (join in) with acts of harassment or bullying.

Harassment and bullying may take place because of any of the following:

- Ethnicity, race or national origin
- Gender, marital status or family circumstances/background
- Disabilities and learning needs or difficulties
- Criminal record
- Trade union membership and activity
- Age
- Sexual orientation
- Religious and/or political beliefs

Harassment is any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.

The following list does not aim to define all unacceptable behaviour, but to give an idea of the sort of things that would be considered to be harassment:

- Telling inappropriate jokes
- Making offensive and abusive remarks
- Insulting or nicknaming
- Isolation or 'cold-shouldering' of individuals
- Sending offensive text messages or unwanted emails or attachments
- Making unwanted and deliberate physical contact

Bullying is very similar to harassment and involves persecution of the victim through intimidating, unfair, sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened.

It may be:

- An abuse of power including verbal or physical threats or violence
- Deliberate withholding of knowledge or information
- Shouting
- Setting unrealistic targets

If you are experiencing harassment or bullying or have witnessed either, talk in confidence to someone who will be able to help. This might be your assessor or a member of your team at work.