



Bully and Harassment Policy and Procedure

Policy Statement

TT Training and Consultancy Company Ltd is committed to promoting a safe and productive working environment, where all colleagues are given and treat others with dignity and respect.

There may be times where there are different views and approaches and this is welcomed by the organisation to ensure we are reflective and open to new ways of working. However, negative behaviours, including bullying and harassment, will be viewed as unwanted behaviours and will be dealt with seriously.

People Affected By This Policy

All employees and subcontractors

Procedure

Informal approach

There may be occasions where someone is not aware that their behaviour is negative and viewed as bullying or harassment. Therefore, we welcome informal discussions to enable individuals to better understand their behaviour and the impact it has on others. This can take place between colleagues or a supervisor, manager or director may be involved.

Formal approach

If the informal approach is not successful or not possible then a formal approach should be adopted. The grievance procedure should be followed and an investigation by a senior member of the team or an external consultant should take place. The outcome of the investigation will be feedback to the person raising the grievance.

If an individual makes deliberate and/or false or malicious claims of harassment or bullying this will be investigated through the grievance procedure.

The senior member of staff responsible for bullying and harassment investigations is Tracey Twist.

Introduced: 10th March 2022