 **LIBERTY LEARNING AUTISM CONSULTANCY**

**Anti-Bullying Policy**

This policy is designed to establish a framework for the effective management of bullying or harassment. It sets out Liberty Learnings commitment to the fair, equal and consistent treatment of all members of staff in managing bullying/harassment. Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

# Examples of bullying or harassing behaviour include:

* spreading malicious rumours
* unfair treatment
* picking on someone
* regularly undermining a competent worker
* denying someone's training or promotion opportunities

# Bullying and harassment can happen:

* face-to-face
* by letter
* by email
* by phone

# The law

Bullying itself isn't against the law, but harassment is. This is when the unwanted behaviour is related to one of the following

* age
* sex
* disability
* gender (including gender reassignment)
* marriage and civil partnership
* pregnancy and maternity
* race, religion or belief
* sexual orientation

**What employees should do if they're bullied or harassed.**

Employees should see if they can sort out the problem informally first. If they can't, they should talk to their:

* H.R Manager Stuart Burton
* Trade Union Representative

If this doesn't work, they can make a formal complaint using their employer's grievance procedure. If this doesn't work and they're still being harassed, they can take legal action at an employment tribunal.

They could also call the Acas (Advisory, Conciliation and Arbitration Service) helpline for advice:

Acas helpline:

Telephone: 0300 123 1100

Monday to Friday, 8am to 8pm

Saturday, 9am to 1pm

Last reviewed: 31/08/2024

Next review: 30/08/2025