



ORCHARD HOUSE  
SCHOOL

**STAFF EQUAL OPPORTUNITIES, ANTI-  
BULLYING AND ANTI-HARASSMENT  
POLICY**

**April 2020**



## ORCHARD HOUSE SCHOOL

### **STAFF EQUAL OPPORTUNITIES, ANTI-BULLYING AND ANTI-HARASSMENT POLICY**

1. The senior management of Orchard House is entirely committed to ensuring that the school is a happy place in which to work. Bullying, harassment and discrimination are unlawful: senior management will at all times work hard to eliminate any bullying, harassment or unlawful discrimination.

#### **EQUAL OPPORTUNITIES**

2. Orchard House is equal opportunities employers.
3. In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, promote an inclusive and happy workplace for all staff, and comply with legal obligations, the school does not discriminate on grounds of race or colour, nationality or national or ethnic origins, religion or belief, gender, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, or disability (together known as "protected characteristics").
4. No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a protected characteristic, because they are perceived to have a protected characteristic or because they are associated with someone who has a protected characteristic, in particular but not only in relation to:
  - Recruitment and selection
  - Promotion, transfer and training opportunities
  - Benefits, terms and conditions of employment
  - Grievance and disciplinary procedures
  - Termination of employment including redundancies
  - Conduct at work
5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat colleagues, visitors, pupils, parents, suppliers and former members of staff.

#### **ANTI-HARASSMENT AND ANTI-BULLYING**

6. The school will not tolerate any employee bullying or harassing another member of staff.

#### **Harassment**

7. Harassment is defined in the equality legislation as:



## ORCHARD HOUSE SCHOOL

Unwanted conduct related to a protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

8. Complainants need not possess the relevant protected characteristic themselves: the policy also protects staff against harassment because of their association with a person who has a protected characteristic, or because the member of staff is wrongly perceived to have a protected characteristic, or is treated as if having it. Within the school, 'harassment', as prohibited by this policy, applies to all protected characteristics.

### **Bullying**

9. Examples of the kinds of behaviour that may amount to bullying include:
  - spreading malicious rumours, or insulting someone by word or behaviour
  - copying memos that are critical about someone to others who do not need to know
  - ridiculing or demeaning someone – picking on a person or group or setting them up to fail
  - exclusion or victimisation
  - unfair treatment
  - overbearing supervision or other misuse of power or position
  - unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
  - making threats or comments about job security without foundation
  - deliberately undermining a competent worker by overloading and constant criticism
  - preventing individuals progressing by intentionally blocking promotion or training opportunities.
10. Bullying and harassment are not necessarily face to face: they may occur through written communications, visual images (for example pictures of a sexual nature or embarrassing photographs of colleagues), email, phone, computer or any other medium through which work interactions occur.

### **EXPECTATIONS OF STAFF**

11. The school:
  - expects of all members of staff a standard of behaviour at all times that avoids harassment, bullying or discrimination



## ORCHARD HOUSE SCHOOL

- encourages any member of staff who feels that he/she is being bullied or harassed to raise this as early as possible: often it is possible to 'nip it in the bud' as the alleged bully may not realise that his/her actions are being perceived as inappropriate and, in any event, the relevant school will wish to address the situation at the earliest opportunity
- encourages any member of staff who witnesses a colleague behaving to another member of staff in a way which might be considered bullying or harassment to raise this as early as possible
- expects all members of staff who are called on as witnesses to any investigation into alleged breaches of this policy to cooperate fully, giving full, frank and honest testimony
- will seek to keep any such matter raised confidential to the extent consistent with addressing it appropriately
- will not tolerate retaliation against any member of staff who raises in good faith allegations of bullying, harassment or discrimination
- may treat any breach of this policy as a disciplinary offence, up to and including gross misconduct warranting summary dismissal.

### **PROCEDURE TO BE FOLLOWED IN RESPECT OF ANY ALLEGED BREACH OF THIS POLICY**

12. Any member of staff that feels himself or herself to have been bullied, harassed or discriminated against unlawfully should raise such concerns in accordance with the Policy on Grievances.
13. Any member of staff who considers that he or she has witnessed a colleague bullying or harassing a third party at work should raise this with the head or, where the head is the alleged perpetrator, with the managing director.