

Anti-Bullying Policy

Policy Statement

Excell for Training Ltd endeavours to ensure that all employees are treated with respect in the observance of the ideals of dignity and mutuality. To this end, bullying and any other form of coercion that give rise to undue stress or anxiety within individual or group of employees will not be tolerated by the Company and, in proven cases, will be treated as a matter of gross misconduct in accordance with the Disciplinary Policy Procedure.

What is workplace bullying?

Usually, if you genuinely feel a boss or colleague is singling you out for unfair treatment, you are probably being bullied. Although there is no comprehensive list of bullying behaviours, and there is no one type of person who is likely to be a bully, the list below should give an idea of some behaviour which constitutes workplace bullying.

Bullying behaviour can include:

- Competent staff being constantly criticised or having responsibilities removed.
- Shouting at staff.
- Persistently picking on people in front of others or in private.
- Blocking promotion.
- Regularly and deliberately ignoring or excluding individuals from work activities.
- Setting a person up to fail by overloading them with work or setting impossible deadlines.
- Consistently attacking a member of staff in terms of their professional or personal standing.
- Regularly making the same person the butt of jokes.

The cost of bullying to you

Stress and ill – health can become part of the daily life of those being bullied.

Symptoms can include:

- Anxiety
- Headaches
- Nausea
- Ulcers
- Sleeplessness
- Skin Rashes
- Irritable Bowel Syndrome
- High Blood Pressure
- Tearfulness
- Loss of Self Confidence
- Various Illnesses of the Organs such as Kidneys
- Suicidal Thoughts

The cost of bullying to the Company

Bullying is now recognised as a major cause of stress in the workplace and by law, stress must be dealt with in the same way as any other health or safety hazard.

Employers who fail to tackle bullying can pay a high price;

- Lost Time – because staff are affected by stress and ill health
- Lost Incentive – because morale is low
- Reduced work output and quality of service
- Lost Resources – because people who are trained and experienced, leave the Company
- If it goes to an Employment Tribunal or to Court, the Company also face financial penalties and loss of reputation.

Most importantly, employers who fail to tackle bullying are breaking the law. To this end, the Company undertakes to be vigilant in recognising the signs in the workforce that are associated with bullying behaviour.

The Legal position

As your employer, the Company has a duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of its employees. If the Company does not do this they are breaching an individual's Contract of Employment. It may also be a breach of Sexual Harassment and Racial Discrimination Legislation as well as the Criminal Justice of Public Order Act 1994. Employers and/or the bully may find themselves facing fines, compensation claims and possibly a jail sentence.

What to do if you are being bullied

If you feel you are being singled out or bullied at work, you should not have to put up with it. There are steps you can take:

1. First, speak to the bully. A direct approach is best. Tell the person that you find their behaviour unacceptable and ask them to stop. This is sometimes all that is needed. Bullies do not like being confronted particularly by someone who is calm and civilised.
2. The majority of bullying goes on behind closed doors. Tell a friend or work colleague. You may well find that you are not the only one who has suffered. It is important that you do not try to cope on your own.
3. Keep a diary. This will give a vital record of the nature of the bullying, and when it occurred. It will be important when the bully is confronted and may assist in providing evidence in any subsequent disciplinary action.
4. Report the bullying incident to your Manager, Director or MD. If it is the Manager, Director or MD who is bullying you, report it to the person not involved.
5. In the end you may have to make a formal complaint and go through the Grievance Procedure.
6. Do not ignore bullying, it is rare that it will go away without actions being taken

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