



## Bullying & Harassment Policy

Effective Date: November 2023 onwards.

### **1. Introduction**

At Earth & Beauty, we are committed to providing a safe, respectful, and inclusive learning environment for all individuals associated with our training programs. This Bullying and Harassment Policy outlines our zero-tolerance approach towards bullying and harassment and establishes guidelines for preventing and addressing such behaviour. We are dedicated to fostering a supportive and respectful atmosphere that promotes equality, dignity, and professionalism.

### **2. Scope of Policy**

This policy applies to all individuals associated with our training provider, including students, instructors, staff, volunteers, contractors, and visitors. It covers all forms of bullying and harassment, whether verbal, physical, written, electronic, or visual, that occur within our training facility or in any context related to our programs.

### **3. Definitions**

- Bullying: Repeated, unwanted, and aggressive behaviour that involves a power imbalance, intended to cause harm or distress to another individual.
- Harassment: Unwelcome conduct based on a protected characteristic, such as age, race, gender, sexual orientation, disability, or any other protected characteristic under applicable laws.

### **4. Prevention of Bullying and Harassment**

#### 4.1 Education and Awareness

## **Earth & Beauty**

10 Great George Street | Weymouth DT4 8NN  
[info.earthandbeauty@gmail.com](mailto:info.earthandbeauty@gmail.com) | 07811181101  
This policy can also be found at [www.earthandbeauty.co.uk](http://www.earthandbeauty.co.uk)

- Provide training and education to all individuals associated with our training provider on what constitutes bullying and harassment, their impact, and the importance of maintaining a respectful environment.
- Communicate this policy to all stakeholders and ensure that they are aware of their rights and responsibilities.
- Foster a culture of respect, inclusivity, and professionalism through ongoing communication, awareness campaigns, and promoting positive behaviour.

#### 4.2 Code of Conduct

- Establish a clear code of conduct that outlines expected behaviour and prohibits bullying and harassment in all forms.
- Communicate the code of conduct to all individuals associated with our training provider and require them to acknowledge and abide by it.
- Regularly review and update the code of conduct to ensure its effectiveness and relevance.

#### 4.3 Reporting Mechanisms

- Provide accessible and confidential reporting mechanisms for individuals to report incidents of bullying and harassment.
- Ensure that these mechanisms are widely communicated and easily accessible to all stakeholders, including clear instructions on how to report such incidents.
- Assure individuals that they will be protected from retaliation for reporting incidents in good faith.

### **5. Handling and Resolution of Complaints**

#### 5.1 Complaint Procedure

- Establish a fair and confidential complaint procedure for reporting incidents of bullying and harassment.
- Provide clear guidelines on how to initiate a complaint, including designated individuals or departments responsible for receiving and handling complaints.
- Ensure that complainants are supported throughout the process and kept informed of the progress and outcomes.

#### 5.2 Investigation and Resolution

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- Conduct thorough and impartial investigations into all reported incidents of bullying and harassment.
- Treat all parties involved with respect, sensitivity, and fairness during the investigation process.
- Take appropriate disciplinary actions, up to and including termination or expulsion, against individuals found responsible for engaging in bullying or harassment.

### 5.3 Support and Remedies

- Provide support and resources to individuals who have experienced bullying or harassment, including access to counselling services, if necessary.
- Implement appropriate remedies to address the effects of bullying and harassment and prevent further incidents.
- Communicate the outcomes of the investigation and any actions taken to the complainant and the individual who reported the incident.

## 6. Confidentiality and Privacy

- Handle all complaints, investigations, and related matters with strict confidentiality and respect for privacy, to the extent permitted by law.
- Limit the disclosure of information related to bullying and harassment incidents on a need-to-know basis and in accordance with legal requirements.
- Ensure that all individuals involved in the complaint process understand their obligations regarding confidentiality and privacy.

## 7. Training and Education

- Provide regular training and education to all individuals associated with our training provider on recognising, preventing, and addressing bullying and harassment.
- Include specific modules on this policy, code of conduct, reporting procedures, and the importance of creating a respectful and inclusive environment.
- Ensure that new members of our training provider receive training on this policy as part of their induction process.

## 8. Monitoring and Review

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- Regularly monitor and evaluate the effectiveness of this policy and associated procedures.
- Review reported incidents, investigation outcomes, and any trends or patterns related to bullying and harassment.
- Make necessary updates to the policy and procedures to address emerging issues and improve prevention and response measures.

### **9. Compliance with Laws and Regulations**

- Comply with all applicable laws and regulations related to bullying and harassment, including those pertaining to discrimination and equal opportunity.
- Stay informed about changes in legislation and update our policy and procedures accordingly.

### **10. Supportive Environment**

- Foster a supportive environment that encourages open communication, respect, and empathy among all individuals associated with our training provider.
- Promote diversity, inclusivity, and equal treatment for all, regardless of protected characteristics or personal differences.
- Encourage bystander intervention and empower individuals to speak up against bullying and harassment.

### **11. Consequences of Violations**

- Any individual found to have engaged in bullying or harassment, regardless of their position or role within our training provider, may face disciplinary action, up to and including termination, expulsion, or legal consequences.
- Retaliation against individuals who report incidents in good faith will not be tolerated and will be subject to disciplinary action.

### **12. Communication and Awareness**

- Communicate this Bullying and Harassment Policy to all individuals associated with our training provider, including students, instructors, staff, volunteers, contractors, and visitors.
- Regularly reinforce the message of zero tolerance for bullying and harassment through various channels, such as notices, training sessions, and our website.

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- Encourage individuals to actively participate in creating a safe and respectful learning environment by reporting incidents and supporting others.

By adhering to this Bullying and Harassment Policy, we are committed to maintaining a positive and inclusive learning environment that fosters personal growth, professionalism, and mutual respect. We strive to ensure the well-being and dignity of all individuals associated with our training provider.

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