

1 Bullying & Harassment Policy

This policy will be reviewed annually and updated accordingly by The Senior Management Team for approval. The Directors will hold overall responsibility and ownership for this policy.

The policy will be available to view on the PM Training web site and uncontrolled copies will be available on request.

1. Purpose

PMTandA and Elev8 Training are committed to providing a safe and respectful learning environment for all participants. Bullying and harassment in any form are unacceptable and will not be tolerated. This policy aims to define bullying and harassment, outline procedures for reporting incidents, and establish disciplinary actions for offenders.

2. Definition Bullying and harassment encompass a range of behaviours that undermine an individual's dignity and respect. This includes, but is not limited to:

- Verbal abuse or threats
- Physical aggression
- Intimidation
- Humiliation
- Discrimination based on race, gender, religion, sexual orientation, disability, or any other characteristic
- Cyberbullying or online harassment

3. Responsibilities

- **Management:** It is the responsibility of PMTandA and Elev8 Training management to create a culture of respect and to take appropriate action to prevent and address bullying and harassment.
- **Trainers and Staff:** Trainers and staff are expected to treat all participants with dignity and respect, intervene when witnessing inappropriate behaviour, and report incidents promptly.
- **Participants:** Participants have a duty to behave in a respectful manner towards fellow participants, trainers, and staff.

4. Reporting Procedure Any individual who experiences or witnesses bullying or harassment should report the incident immediately to a member of management or designated staff member. Reports can be made verbally or in writing, and confidentiality will be maintained to the fullest extent possible.

5. Investigation Upon receiving a report of bullying or harassment, PMTandA and Elev8 Training will conduct a thorough and impartial investigation. This may involve interviews

with the parties involved and any witnesses, as well as a review of any available evidence.

6. Disciplinary Action If the investigation confirms that bullying or harassment has occurred, appropriate disciplinary action will be taken. This may include verbal or written warnings, suspension, termination of services, or legal action if necessary. The severity of the disciplinary action will depend on the nature and severity of the offense.

7. Support PMTandA and Elev8 Training is committed to supporting individuals who have experienced bullying or harassment. This may include providing access to counselling services, offering alternative training arrangements, or taking other appropriate measures to ensure their well-being.

8. Non-Retaliation PMTandA and Elev8 Training prohibits retaliation against individuals who report bullying or harassment in good faith. Any acts of retaliation will be treated as a separate offense and may result in disciplinary action.

9. Review and Revision This policy will be reviewed annually to ensure its effectiveness and compliance with relevant laws and regulations. Any necessary revisions will be made in consultation with staff and participants.

10. Contact Information For reporting incidents or seeking support, please contact Paul Martin on 07787 243 655 or email paul@pmtanda.co.uk.

By adhering to this policy, we can create a positive and inclusive learning environment for all participants.