



# Bullying and Harassment Policy

## Policy Statement

Gtec Media Limited is committed to providing a safe, inclusive, respectful and professional environment for all employees, learners, contractors, clients, partners, visitors and stakeholders.

We do not tolerate bullying, harassment, intimidation, victimisation or abusive behaviour in any form. Everyone engaged with our organisation has the right to be treated with dignity and respect regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marital status, pregnancy or maternity status, socio-economic background or any other protected characteristic.

This policy supports our commitment to equality, diversity, safeguarding, wellbeing and professional conduct across all areas of the organisation.

## Scope

This policy applies to all activities undertaken by Gtec Media Limited, including:

- Adult Skills and Learning services
- IT support and technical services
- Digital marketing and online advertising services
- Research and insight services
- Remote and on-site service delivery
- Online learning and digital communications

This policy applies to:

- Employees
- Freelancers and contractors
- Tutors and assessors
- Learners and participants
- Clients and customers
- Volunteers
- Partner organisations
- Visitors and third parties interacting with the organisation

The policy applies in:

- Offices and workspaces
- Client premises
- Training venues
- Remote working environments
- Online meetings and virtual classrooms
- Digital communication platforms

## **Purpose**

The purpose of this policy is to:

- Prevent bullying and harassment
- Promote a respectful and professional culture
- Protect the wellbeing and dignity of individuals
- Ensure concerns are addressed fairly and effectively
- Support equality, diversity and inclusion
- Maintain safe working and learning environments

## **Definition of Bullying**

Bullying is unwanted behaviour that intimidates, humiliates, undermines or injures another person. Bullying may be repeated or may involve a serious one-off incident.

Examples include:

- Verbal abuse or insults
- Offensive jokes or comments
- Aggressive or threatening behaviour
- Persistent criticism or humiliation
- Deliberately excluding individuals
- Misuse of authority or position
- Spreading malicious rumours
- Cyberbullying via email, messaging systems or social media

## **Definition of Harassment**

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Examples may include:

- Discriminatory remarks
- Sexual harassment
- Offensive gestures
- Inappropriate physical contact
- Displaying offensive materials
- Online abuse or harassment
- Intimidating or humiliating behaviour

## **Responsibilities**

### **Management Responsibilities**

Gtec Media Limited will:

- Promote a culture of dignity and mutual respect
- Investigate complaints fairly and confidentially
- Take appropriate action where misconduct is identified
- Ensure clear reporting procedures are available
- Support safe and inclusive working and learning environments

### **Employee and Contractor Responsibilities**

Employees, tutors, contractors and representatives must:

- Treat others respectfully and professionally
- Avoid behaviour that may cause offence or distress
- Report concerns promptly
- Support an inclusive and respectful culture

### **Learner and Client Responsibilities**

Learners, clients and participants are expected to:

- Behave respectfully towards others
- Avoid abusive, threatening or discriminatory behaviour
- Follow expected standards of conduct
- Report incidents of bullying or harassment where appropriate

## **Reporting Concerns**

Anyone who experiences or witnesses bullying or harassment is encouraged to report the matter as soon as possible.

Concerns may be reported to:

- A manager or director
- A tutor or assessor
- A designated safeguarding contact
- An appropriate organisational representative

Reports may be made verbally or in writing.

All reports will be:

- Taken seriously
- Handled sensitively
- Treated confidentially where possible
- Investigated fairly and promptly

## **Investigation Process**

Where appropriate, Gtec Media Limited will:

1. Gather relevant information
2. Speak with involved parties
3. Assess evidence objectively
4. Determine appropriate actions
5. Communicate outcomes where appropriate

Investigations will be conducted impartially and in accordance with natural justice principles.

## **Outcomes and Actions**

Where bullying or harassment is identified, actions may include:

- Informal resolution
- Mediation
- Verbal or written warnings
- Removal from training or projects
- Disciplinary procedures
- Termination of contracts or services
- Referral to external authorities where appropriate

## **Victimisation**

Retaliation or victimisation against any person who raises a concern or participates in an investigation will not be tolerated and may result in disciplinary action.

## **Online and Digital Conduct**

This policy applies equally to:

- Emails and messaging systems
- Social media interactions connected to the organisation
- Video conferencing platforms
- Online classrooms and remote learning systems
- Client and customer communications

Abusive, threatening or discriminatory online behaviour will be treated seriously.

## **Equality, Diversity and British Values**

This policy supports Gtec Media Limited's commitment to:

- Equality of opportunity
- Diversity and inclusion

- Safeguarding and wellbeing
- British Values, including mutual respect and tolerance

## **Monitoring and Review**

This policy will be reviewed annually or sooner where:

- Legislation changes
- Operational requirements change
- Best practice guidance changes
- Serious incidents occur

## **Policy Approval**

**Organisation:** Gtec Media Limited

**Policy Owner:** Management

**Applies To:** Employees, learners, contractors, clients and visitors

**Review Frequency:** Annually

**Version:** 1.0

**Effective Date:** December 2025