Workplace bullying and harassment in any form will not be tolerated

Middlesbrough College is committed to ensuring that everyone is equally valued and treats one another with respect as part of the College community.

The College will inform staff members that all types of bullying and harassment are unacceptable and zero tolerance is in place.

All staff have a responsibility to ensure staff feel safe and that all incidents of bullying and harassment are dealt with appropriately - both to address the behavior of the alleged perpetrator and to provide support for the victim.
What is Bullying?

Bullying can be defined as any behavior which intentionally causes another person or group to feel uncomfortable, threatened or unsafe. This can be verbal, emotional, physical or remote behavior and is often repeated over time. Examples of bullying and harassment could include:

- Physical abuse
- Verbal abuse
- Emotional abuse
- Indirect/remote bullying - to include all forms of cyber bullying via phone, text, email, social media or any other electronic medium
- Spreading of harmful rumors/defamatory comments
- Public humiliation
- Isolation or exclusion

Harassment may include any of the above examples of behavior and in particular a situation in which a person engages in unwanted conduct which has the purpose or effect of violating the other person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can be ‘one off’ incidents or continuous behavior.

How do I report it?

All staff have a responsibility to ensure everyone feels safe and that all incidents of bullying and harassment are dealt with appropriately. One of the following members of staff should be informed of any incidents where a staff member may be being harassed or bullied:

- BIG Anti-Bullying Champion.
- Immediate Line Manager.
- Human Resources Business Partner.
- Director of Human Resources.
- Assistant Principal - Human Resources.

These staff will take the appropriate course of action and can also be used as a source of advice or guidance or to provide support to a complainant or alleged perpetrator.

If an informal approach has not been possible, or is seen as inappropriate, the person should make a formal complaint using the Formal Complaints’ Recording Form attached to the Staff Bullying & Harassment Policy.

What is Mediation?

Quick and appropriate action can often lead to a problem being solved informally between those involved in a situation where someone perceives that they have been harassed or bullied. All those involved should make every effort to resolve a situation quickly and informally wherever possible.

Mediation is a voluntary informal process whereby two parties work with a neutral third party, the ‘Mediator’ who encourages the two parties to work together to reach resolution of a workplace dispute, through mutual agreement. The Mediator encourages the parties to work together in a safe environment where both parties respect confidentiality. Mediation gives the parties a chance to discuss, express their concerns and generate some practical ideas about how to improve the situation.

In the first instance please contact the Mediation Co-ordinator Alison Stephenson (Director of Human Resources).