

## Anti-bullying and Anti-harassment Policy

The staff of The Leeds School of English condemn all forms of bullying and harassment.

They are fully committed to ensuring that everyone working at, studying at or visiting the School, including is equally valued and treated with respect. No type of harassment or bullying is ever acceptable and no incident will be condoned or overlooked.

Managers are responsible for dealing with cases of harassment and bullying and addressing the behaviour of the alleged perpetrator (irrespective of status as student, staff or visitor) as well as providing support to the alleged victim.

The Leeds School of English encourages anyone who experiences either form of unacceptable behaviour to follow the School's complaints and disciplinary procedures in order to prevent its continuation. A complainant will receive full support from the School provided the allegation can be substantiated and is not baseless, concocted or malicious.

### Definitions

**Bullying** is the misuse of power, or position, through on-going and frequent attacks, which may be verbal, mental or physical, on an individual. The purpose of such attacks is to humiliate and undermine an individual's ability until he/she loses confidence and self-esteem.

**Harassment** is a situation in which, on the grounds of race, colour, nationality, ethnic or national origin, gender, age, health status, disability, sexual orientation, or political/ religious beliefs, a person engages in behaviour which has the purpose or effect of violating the other person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment which causes suffering.

Both bullying and harassment may be 'one-off' incidents or continuous activities. Neither is acceptable, and are treated with equal rigour by the School.