



Harassment and Bullying

Aims

This course will provide participants with a full understanding of what dignity at work, harassment and bullying is and the impacts of such behaviours within the workplace.

Objectives

By the end of this course you will be able to

- Understand the equality & diversity principles which underpin the need to eliminate bullying and harassment from the workplace
- Understand the main requirements of equalities legislation in relation to bullying and harassment
- Understand how discrimination and exclusion can occur
- Explore the terminology and impacts around dignity at work
- Understand the policy requirements and procedural processes for tackling bullying and harassment
- Examine the rights and responsibilities of all staff
- Take action in line with organisational procedures in tackling bullying and harassment
- Identify potential improvement areas within individuals, teams and the organisation as a whole

Course Content

- Equality and diversity principles; as drivers for underpinning acceptable behaviours in the workplace
- Equalities legislation
- Recent & emerging legislation
- Legal definition of harassment
- How humans discriminate
- Definitions
- Identifying unacceptable behaviour
- Impacts of harassment & bullying
- Equal Opportunities Policy
- Dignity At Work Policy
- Tackling bullying and harassment; options and grievance procedures
- Creating a positive environment
- Taking things forward and identifying potential improvement areas

Duration

1 Day