



Bullying & Harassment Policy

1. Policy Statement

Hughes Driver Training is committed to providing a workplace and learning environment where everyone is treated with dignity and respect.

Bullying, harassment, or victimisation will not be tolerated under any circumstances. We take all allegations seriously and will investigate them promptly, fairly, and confidentially.

2. Scope

This policy applies to:

- All employees, contractors, and volunteers.
- All learners, applicants, and visitors.
- All work-related interactions, whether in person, online, or via company communication systems.

3. Definitions

Bullying – Offensive, intimidating, malicious, or insulting behaviour intended to undermine, humiliate, or injure the recipient.

Examples include:

- Verbal abuse or persistent criticism.
- Deliberate exclusion or isolation.
- Unreasonable demands or workloads.
- Misuse of authority.

Harassment – Unwanted conduct related to a protected characteristic (Equality Act 2010) which violates someone's dignity or creates a hostile, degrading, humiliating, or offensive environment.

Examples include:

- Offensive jokes, slurs, or gestures.
- Displaying or sharing offensive images or materials.
- Unwelcome physical contact.
- Repeated unwanted advances or messages.

Victimisation – Treating someone unfairly because they have made or supported a complaint under this policy.

4. Our Commitments

- Provide a safe and respectful environment free from bullying, harassment, and victimisation.
- Investigate all complaints promptly, fairly, and confidentially.
- Take appropriate disciplinary action against anyone found in breach of this policy.
- Support victims and protect them from further mistreatment.

5. Reporting Concerns

If you experience or witness bullying or harassment:

1. Where possible, make it clear to the person that their behaviour is unwanted.
2. Report the matter:
 - Employees: speak to your line manager, HR, or the Managing Director.
 - Learners: speak to your instructor, skills coach, or the Designated Safeguarding Lead.
3. You can raise a formal complaint via the company's Grievance Procedure.

All reports will be handled in confidence. Retaliation against anyone who reports or supports a complaint is strictly prohibited.

6. Investigation Process

- An appointed investigator will gather statements and evidence.
- Both parties will have an opportunity to present their case.
- Findings will be reviewed by management before deciding on action.
- Outcomes will be communicated to both parties within agreed timescales.

7. Possible Outcomes

- Mediation or facilitated discussion.
- Training or behavioural agreements.
- Disciplinary action (up to and including dismissal).
- Removal from the training programme (for learners).

8. Breaches of Policy

- Employees: dealt with under the Disciplinary Procedure.
- Learners: may be removed from the course or have funding withdrawn.

- **9. Monitoring & Review**

This policy will be reviewed annually or sooner if legislation or operational requirements change.

V1 - Document Owner: Rosie Richardson

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Next Review Date: Sept 2026