



Dignity (Anti-bullying and Harassment) Policy

Version: 2.1

Category: Policies - Safety, Security and Environment

Owner(s): Senior Executive

Approved by: The Board of Governors

Access: **Public** – Anyone can view this document

Scope: This policy applies to all staff (including contractors and volunteers), students and visitors at Fairfield School of Business (FSB).

1. Dignity Policy

- 1.1. Fairfield School of Business (FSB) is committed to fostering an inclusive and respectful environment for all members of our academic community. We believe that all people have the right to work, study, learn and live in an environment which is free from the kinds of behaviour associated with bullying and harassment.
- 1.2. This policy sits alongside the School's Codes of Conduct and its Safeguarding Policy, and specifically addresses the ways in which FSB will seek to combat behaviours which constitute bullying and harassment.
- 1.3. This policy applies to situations occurring on campuses, online and also off-campus when on School business, including external, academic or research events, and social functions related to the School. This policy may apply if the complainant is not a member of the FSB community, but the alleged bully or harasser is.
- 1.4. The aims of the Dignity Policy are to:
 - i. Define the kinds of behaviours that undermine people's dignity to help people feel confident about challenging and bringing such behaviour to our attention,
 - ii. Affirm our commitment to fostering an environment that is free from these kinds of behaviours,
 - iii. Establish clear procedures for reporting and responding to instances of bullying and harassment,
- 1.5. To this end, FSB will:
 - Ensure the senior management of Fairfield School of Business is accountable for the culture at the School and the prevention of bullying and harassment occurring at its facilities and events,
 - Provide training and guidance to staff, particularly those in management roles, on how to sustain a positive working environment for all staff, free from any kind of inappropriate or unacceptable behaviour,
 - Investigate all instances or suspected instances of bullying and harassment reported to us,
 - Ensure that investigative procedures are thorough, fair and timely, and that appropriate discretion is given to the confidentiality of personal information,

- Highlight any support available both within and outside of the School, for people who have been affected by bullying or harassment,
- Proactively engage and cooperate with any public authority or the police investigating unlawful or criminal behaviour that has occurred at FSB or in the course of its activities.

1.6. All members of our academic community have a personal responsibility for complying with this Policy and demonstrate active commitment to it by:

- treating others with dignity and respect.
- challenging inappropriate behaviour where they encounter it, making it clear that such behaviour is unacceptable (and raising concerns with managers where appropriate so these can be dealt with).
- supporting any member of the School who feels they have been subject to discrimination and/or harassment, including supporting them to make a formal complaint if appropriate

1.7. Managers have particular responsibility for setting standards and ensuring appropriate workplace behaviours are maintained. They should set a good example and ensure concerns raised are acted upon (see section 5).

2. Definitions

2.1. Any behaviour which is unacceptable to the person receiving it which creates an intimidating, fearful, hostile or offensive environment, or otherwise causes the person alarm or distress, or using threatening, abusive, or insulting words, can be considered as harassment. The following section gives some examples of the various behaviours that would be considered by the School to be forms of harassment or bullying; it is not exhaustive.

2.2. Discrimination

FSB expects everyone to be treated with dignity and respect regardless of any aspects of their identity. Additionally, the *Equality Act 2010* protects people from being discriminated against because of one or more protected characteristics, namely:

- Age
- Disability

- Gender reassignment
- Marriage or civil partnership status
- Pregnancy and maternity/paternity
- Race (including nationality or ethnicity)
- Religion, belief or lack of it
- Sex
- Sexual orientation

(Expanded definitions of the above can be read in the Equality, Diversity and Inclusion Policy)

Discrimination might be:

- **Direct** – when someone is intentionally treated less favourably than others for having one or more protected characteristics.
- **Indirect** – when rules and regulations/arrangements apply to everyone but put people with protected characteristics at an unfair disadvantage.
- **By perception** – when someone is perceived to have a protected characteristic and is treated unfairly because of it.
- **By association** – when someone is discriminated against due to their association with someone who has a protected characteristic.

2.3. Bullying

Bullying is behaviour involving misuse of power which undermines the integrity and confidence of a person or a group of people, causing them to feel vulnerable, humiliated, degraded, offended or frightened. Power can be considered as a position of authority, physical strength, knowledge and the power to coerce through fear, threats, blackmail and intimidation. Bullying can be physical, verbal or social and can be conducted openly or in a secretive manner.

It is important to acknowledge that it is possible for staff / students to harass, bully and discriminate against their manager/supervisors as well as for managers / supervisors to harass, bully and / or discriminate against their staff/students.

Bullying is not limited to the protected characteristics within the Equality Act, and can take many forms, including but not limited to:

- spreading rumours, public ridicule or insulting, sarcastic or humiliating comments/behaviour,

- ignoring, refusing to communicate or cooperate (stonewalling),
- constant criticism without constructive support,
- overbearing supervision or other misuse of power or position,
- sharing of materials considered not safe for work (NSFW)*
- preventing, or threatening to prevent, someone's promotion, training or future career opportunities,
- unfair work allocation,
- gaslighting - i.e. psychologically manipulating somebody by instilling doubt in them in order to make them question their own memory, perception and reality.

**NSFW generally refers to materials containing nudity, explicit sexual references, profanity, violence, and/or other potentially disturbing subject matter); NSFW materials can be highly offensive and distressing to individuals and have no place within a professional environment.*

These types of behaviour can be face to face, within written communication, and through means of electronic communication (including emails, phone and on social media), in what is referred to as cyberbullying.

2.4. Harassment

Harassment refers to any unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment; such conduct may include bullying behaviour and is often related to a protected characteristic, such as age, sex, disability, race, gender, religion or sexual orientation. Harassment may also occur in relation to a person's physical characteristics, personality or affiliations (e.g. their physique, dress, or trade union-status).

'Sexual harassment' usually refers to unwelcome sexual advances or affectionate physical gestures such as touching, patting, gripping pinching or kissing. More extreme examples of sexual harassment, which would constitute sexual assault, include simulated sexual acts, as well as attempted or actual intercourse.

Sexual harassment may also take other more subtle forms such as:

- repeated compliments of an someone's appearance,
- commenting on the attractiveness of others in front of an employee,
- discussing one's sex life in front of an employee,
- asking an employee about his or her sex life,
- circulating nude photos or photos of women in bikinis or shirtless men in the workplace,
- making sexual jokes,

- sending sexually suggestive text messages or emails,
- leaving unwanted gifts of a sexual or romantic nature, or
- spreading sexual rumours about an employee,
- stalking (which can be in person or online),
- Boundary blurring and ‘grooming’ behaviours – when members of staff use their position of power to blur the boundaries between professional and personal relationships to gain control over, and sexual access to, students or other staff members.

A person may feel harassed or distressed even if they are not the intended target of the behaviour and/or if the perpetrator is unaware of, or has not intended this to be, the effect of their actions.

Harassment is both a criminal offence and a civil action. As with bullying, harassment can happen face to face or by electronic means of communication, in what is referred to as online harassment.

2.5. Hate

Hate motivated behaviour (often referred to as ‘hate incidents’ and ‘hate crimes’) includes expressions, actions or behaviour which are motivated by hostility or prejudice towards a person’s race, religion, disability, sexual orientation or gender identity. When the behaviour amounts to a criminal offence, a hate incident is referred to as a hate crime.

Hate incidents/crime can take many forms, for instance:

- Being ignored or excluded from conversation or group activities,
- Derogatory comments or behaviours; micro-aggressions,
- Display of racist/homophobic/Islamophobic/anti-Semitic/disablist/transphobic material,
- Encouraging others to engage in offensive, prejudiced and hateful behaviour,
- Incitement to racial/religious hatred,
- Anti-Semitism, Islamophobia and other forms of religious hatred,
- Name calling, insults, ‘banter’ or ‘jokes’,
- Verbal abuse,
- Physical violence

In addition to the above, the School is vigilant to the threat of radicalisation and the need to Prevent people from being drawn into terrorism.

2.6. Victimisation

Victimisation is when a person is mistreated or put at disadvantage because they have made

or intend to raise a concern about discrimination, bullying and/or harassment, sexual or hate motivated misconduct, or have helped/intend to help another person raise a concern by providing information or evidence. Victimisation is unlawful under the Equality Act 2010 and if proven, it may result in disciplinary measures, including dismissal.

3. How to Raise a Concern

- 3.1. The School will investigate all reports of bullying and harassment brought to its attention, regardless of who raises them or whether or not they are affiliated with the School. Individuals are encouraged to report even if they were not the intended target of the behaviour.
- 3.2. Anyone who has experienced or witnessed behaviour which breaches this policy can report it confidentially in person or via email:
 - Students and visitors can raise a concern with any member of FSB staff,
 - Students and visitors can also use the School's complaints procedures here: [Policy Hub – Fairfield School of Business](#),
 - Employees should raise the issue using FSB's grievance procedures, which can be found in the Employee Handbook, or may contact the School's HR department: hr@fairfield.ac for guidance.
- 3.3. Where possible, the School encourages informal resolution between the parties involved in any complaint or grievance and may assist by appointing a neutral person to mediate or facilitate a discussion to resolve the matter. This is often the most effective and appropriate way to resolve the issue where individuals were not aware of the harmful effects of their behaviour.
- 3.4. It is understood that informal resolution may not always be possible or appropriate. Severe and deliberate breaches (such as instances of violence, prolonged bullying, stalking/sexual harassment, or discriminatory bullying or harassment) should always be reported, as above.
- 3.5. Any difficulty in defining what constitutes bullying, harassment, and / or victimisation should not deter anyone from reporting behaviour which causes them or another person distress. No person will be penalised or treated less favourably for making disclosure of bullying, harassment, and / or victimisation made in good faith.

- 3.6. Further 3.5. the School is aware that the act of making a malicious or false complaint against a person may, in itself, be construed as a form of harassment or bullying, and will act accordingly.

4. Responding to Concerns

- 4.1. The behaviours described in Section 2 are breaches of the School's Code of Conduct, and will be investigated under the appropriate disciplinary procedure for non-academic misconduct:
- Misconduct committed by students will be subject to the *Non-academic Misconduct and Disciplinary Procedures*,
 - Misconduct committed by employees of the School will be subject to appropriate HR procedure,
 - Where somebody is at risk of harm to someone (including the risk of a person being radicalised), the School's *Safeguarding Policy* should be consulted.
- 4.2. The School will provide consolation and support to anyone who has been subject to bullying or harassing behaviour, where necessary connecting individuals with external support agencies or services.
- 4.3. The School has a public duty to report instances of criminal behaviour and will support victims of crime where they need to engage with the relevant authorities.
- 4.4. If you are a person against whom a complaint of harassment or bullying has been made, you may seek advice in confidence from Student Support Services or the Student Union (if you are a student), or the HR department (if you are an employee).
- 4.5. Where a complaint of bullying or harassment raises safeguarding concerns (including the risk of a person being radicalised or drawn into terrorism), formal disciplinary procedures must be used, and reference should be made to those policies.

5. Leadership and Organisational Culture

- 5.1. The Board of Governors is accountable for the overall culture of the organisation and the effectiveness of procedures for dealing with breaches of conduct, such as those related to bullying and harassment.

5.2. The Senior Management team shall be responsible to the FSB Board of Governors for the implementation of this policy.

5.3. As part of their leadership and management roles, all senior leaders, associate deans, heads of department, line managers and programme leaders are obliged to:

- lead by example, being a role model for positive and inclusive behaviour,
- manage their staff fairly, and in line with all Human Resources policies, whilst being being vigilant to the atmosphere and interactions between the people they have a responsibility towards,
- ensure any reported bullying or harassing behaviour is addressed in accordance with Section 3 of this policy and the appropriate disciplinary procedures.
- take account of advice on managing dignity and respect issues from HR and Student Services and provide support to students, staff and visitors, either directly or by signposting them to advice and support,
- Learn from any issues raised (where these are founded e.g. following an investigation) and to take appropriate action to prevent any reoccurrence,

5.4. Those investigating breaches of conduct must ensure:

- they follow the appropriate investigative procedures
- that confidentiality is maintained whilst matters are under investigation
- that both parties to the complaint are aware of their recourse to appeal the outcome of the investigation

6. Review and Update

6.1. This policy and procedure will be reviewed and updated annually by the Executive Committee; changes to it will be ratified by the School's Board of Governors.

7. Help and Support Available Outside of the School

If you've been affected by bullying or harassment, you can seek support from organisations outside of FSB,

The Samaritans Helpline (Personal Crisis)

The Samaritans Helpline has trained volunteers who are able to listen to you any time day or night. They can help you talk through whatever is troubling you, find the answers that are right for you, and offer support. You don't have to give your name or any personal information if you don't want to.

[Samaritans | Every life lost to suicide is a tragedy | Here to listen](#)

Call 116 123 for free

Student Minds (Mental Health)

Student Minds empower students to build their own mental health toolkit to support themselves and their peers: <https://www.studentminds.org.uk>

True Vision (Report a Hate Crime)

True Vision provides information about hate crime or incidents and how to report it and where to seek help. They will only use the information that we collect about you lawfully, in accordance with the Data Protection Act 1998:

https://www.report-it.org.uk/your_police_force

Rape Crisis

Rape Crisis South London run the Rape Crisis National Helpline for female survivors of sexual violence. The helpline is accessible 365 days a year to women who have survived any form of sexual violence, no matter how long ago.

They offer specialised, confidential support, information and referral details completely free of charge.

Rape Crisis is also available to provide an immediate source of support to friends and family of survivors, as well as other professionals, to help them understand how best to support female survivors of sexual violence..

[Rape Crisis England & Wales](#)

Victim Support

Victim Support is an independent charity, so you can talk to them whether or not you reported the crime to the police, and their support is free and confidential.

It doesn't matter when the crime took place – you can get their support at any time, and for however long you need us.

They can assist with all forms of hate crime, including but not limited to: race, religious, gender identity, sexuality or disability.

Victim Support has specially trained staff and volunteers who are based locally across England and Wales and give people the emotional and practical help they need to recover from the impact of crime.

[Home - Victim Support](#)

Revenge Porn Helpline

The Revenge Porn Helpline is the UK's only dedicated service supporting adults. Call for free, one-to-one confidential advice and support via email and phone. You start a conversation with them without sharing any personal information (at least to start with), through their anonymous tool 'Whisper'.

[Revenge Porn Helpline - 0345 6000 459 | Revenge Porn Helpline](#)

The Community Security Trust

Community Security Trust (CST) are a charity supporting the safety and security of the Jewish community in the UK. If you are the victim of an antisemitic incident or you have information regarding an antisemitic incident that happened to somebody else, CST can help.

[CST – Protecting Our Jewish Community](#)

Galop

Galop is the UK's leading lesbian, gay, bisexual and trans (LGBT) anti-violence and abuse charity. They provide a range of support for LGBT victims of hate crime. Galop have a wide range of resources on hate crime on their website and can provide confidential and independent advice.

[Galop - the LGBT+ anti-abuse charity](#)

For domestic violence:

National Centre for Domestic Violence: Specialises in assistance to get emergency injunctions from being further abused.

[Domestic Violence & Abuse · Emergency Injunction Service \(ncdv.org.uk\)](https://www.ncdv.org.uk)

Women's Aid Domestic Violence Helpline: Free 24-hour national helpline run by Women's Aid and Refuge.

[Help, support & services | Women's Resource Centre \(wrc.org.uk\)](https://www.wrc.org.uk)

0808 801 0500

Solace: Free advice and support to women and children in London to build safe and strong lives.

[Solace Womens Aid – For safe lives and strong futures](https://www.solace.org.uk)

For honour-based violence:

Ashiana Network: [Home - Ashiana Network](#)

Southall Black Sisters: [Home - Southall Black Sisters](#)

IKWRO [IKWRO – IKWRO Women's Rights Organisation](#)



Version Tracking:

Version	Author / revisions by	Changes summary	Approved by	Date
1.0	Legal Counsel Academic Board Quality Manager	First version; replaces Anti-bullying and Harassment Policy (ver. 3.1) with expanded definitions of the types of abuse.	Board of Governors	Dec 2021
1.1	Quality Manager Associate Deans	Annual review and update, new formatting applied.	Board of Governors	Sep 2022
2.0	Quality Manager Head of Lifecycle Senior HR Advisor	Revised introduction; document ownership reassigned to Executive; revisions throughout and review of procedural detail; addition of support resources.	Board of Governors	Jan 2024
2.1	Quality Manager	Minor amendments to section 2 relating to reporting concerns.	Board of Governors (C.A)	Jan 20245

Date of next review: September 2025