

<b>Company Name:</b>	Jackson Hayes Recruitment
<b>Policy Name:</b>	<b>Anti-Bullying &amp; Harassment Policy</b>
<b>Date:</b>	19 November 2024

## **Mission**

Our mission is twofold; to shape a brighter future through education by connecting schools - across the UK and international schools globally - with exceptional educators worldwide, and by inspiring people of all ages to become agents of positive change.

## **Purpose**

At Jackson Hayes Recruitment, we are committed to cultivating a workplace culture that prioritises respect, equality, and dignity for all individuals. Bullying and harassment are unacceptable behaviours that will not be tolerated under any circumstances.

## **Scope**

This policy applies to:

- **All staff**, including those who are permanent, temporary, or on contract.
- **Candidates** registered with and placed by Jackson Hayes Recruitment.
- **All interactions** within our offices, placement schools, online settings, or during work-related events.

## **Definition of Bullying and Harassment**

### **Bullying**

Bullying is any repeated, unreasonable behaviour directed toward an individual or group that creates a risk to health, safety, or wellbeing. Examples include:

- **Verbal:** Insults, threats, derogatory comments, or inappropriate jokes.
- **Physical:** Aggressive behaviour, gestures, or unwelcome physical contact.
- **Social:** Exclusion, spreading rumours, or undermining someone's professional reputation.
- **Cyberbullying:** Sending offensive messages, sharing inappropriate content, or harassing others via digital platforms.

### **Harassment**

Harassment is any unwanted behaviour related to a protected characteristic under the Equality Act 2010 (e.g., age, disability, gender reassignment, race, religion, sex, sexual orientation) that violates a person's dignity or creates a hostile, intimidating, or offensive environment. Examples include:

- **Verbal:** Inappropriate remarks, discriminatory language, or offensive jokes.
- **Non-Verbal:** Displaying offensive materials or making unwelcome gestures.
- **Physical:** Intimidation, assault, or invasion of personal space.
- **Digital:** Unsolicited emails, messages, or online abuse.

## **Roles and Responsibilities**

### **Management**

- Promote a culture of inclusivity where bullying and harassment are not tolerated.
- Ensure all staff and candidates understand this policy and their responsibilities.
- Address complaints promptly, confidentially, and impartially.
- Provide resources and training to identify and prevent bullying and harassment.

### **Staff**

- Treat colleagues, candidates, and clients with respect and professionalism.
- Avoid engaging in or condoning bullying or harassment.
- Report concerns or incidents to the HR Director at [hr@jacksonhayes.co.uk](mailto:hr@jacksonhayes.co.uk).

### **Candidates**

- Adhere to this policy while working in client schools or other placements.
- Report any bullying or harassment to Jackson Hayes Recruitment via [hr@jacksonhayes.co.uk](mailto:hr@jacksonhayes.co.uk).

## **Investigation Process**

### **Informal Procedure**

Disagreements should first be addressed informally whenever possible. Dealing with a complaint informally means taking steps to resolve the complaint without using a formal grievance procedure. This may involve you, with the support of a colleague or manager, approaching the person whom you believe is treating you unfairly or inappropriately. You could describe the unacceptable behaviour and explain how it makes you feel and how you would like it to change.

## **Formal Procedure**

**Submit your grievance:** Follow Jackson Hayes Recruitment's *Grievance procedure* to submit a formal grievance.

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## **Confidentiality**

All reports and investigations will be managed with strict confidentiality. Information will be shared only on a need-to-know basis to protect privacy and ensure fairness.

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## **Consequences of Bullying and Harassment**

Acts of bullying or harassment are serious breaches of professional conduct and may result in:

- Verbal or written warnings.
  - Mandatory training or mediation.
  - Suspension or termination of employment or contracts.
  - Reporting to external authorities, where legally required.
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## **Support for Affected Individuals**

Jackson Hayes Recruitment provides resources and support for individuals impacted by bullying or harassment, including:

- Signposting to professional support.
  - Mediation services to facilitate resolution.
  - Adjustments to workplace or placement arrangements during investigations.
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## **Monitoring and Review**

This policy will be reviewed annually or as necessary to reflect changes in UK law, including the **Equality Act 2010**, **Health and Safety at Work Act 1974**, and relevant guidance



from the **Advisory, Conciliation and Arbitration Service (ACAS)**. Staff and candidate feedback is welcomed to ensure ongoing effectiveness.

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## **Commitment Statement**

At Jackson Hayes Recruitment, we believe that every individual deserves a safe, respectful, and inclusive environment, free from bullying and harassment. By adhering to this policy, we can foster a positive workplace culture and support the well-being of all. Together, we can achieve a brighter, more equitable future.