



The College of
Animal Welfare

Bullying/Harassment Statement

November 2023

The College of Animal Welfare is committed to the elimination of any form of unwanted or aggressive behaviour. In line with our Equality, Diversity and Inclusivity Policy, The College of Animal Welfare expects standards of behaviour that recognise and respect the dignity of all individuals and regard any form of harassment, victimisation, intimidation or bullying as unacceptable behaviour.

What is harassment?

Harassment is a form of discrimination, which can be defined as one of the following:

- **Direct Harassment**

Any action or practice by a person or group of persons which is directed at an individual and is unwanted and causes humiliation, offence and distress.

- **Indirect Harassment**

Where verbal or physical behaviour affects an individual even though the behaviour has not been directed at them.

What is bullying?

Bullying is a form of harassment which can be defined as offensive, intimidating, malicious, insulting or humiliating behaviour, or abuse which attempts to undermine an individual or a group of learners/ employees.

Examples of behaviour that could be deemed to be inappropriate include:

- Some verbal or written comments
- Unwanted physical contact
- Isolation, exclusion or coercion

It is not the intention of the alleged harasser or bully that counts but the perception of the behaviour by the person on the receiving end.

There are however some behaviours, which, although they might be unpleasant or distressing, are not bullying:

- *mutual conflict* – This involves a disagreement, but not an imbalance of power. Unresolved mutual conflict can however develop into bullying if one of the parties targets the other repeatedly in any retaliation
- *single-episode acts* of nastiness or physical aggression, or aggression directed towards many different people, is not bullying
- *social rejection or dislike* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others

Procedures for Dealing with Harassment/Bullying

Informal Procedure

The learner who believes they are being harassed should initially speak directly with the alleged harasser describing the behaviour and effect of this, and request that the harassment should stop. This action should be taken without entering into the rights and wrongs of the situation.

You may wish to contact the following people or services for help and support:

- A member of the CAT team - 01480 422060 or cat@caw.ac.uk
- One of the College Counsellors - to book a confidential appointment please contact:
Jill on 07925 852985, Mark on 07905 611591 or Deborah on 07731 410959

Formal Procedure

Where it is not possible, or appropriate, to use the informal procedure a formal complaint may be made by either the learner, their tutor, a colleague or another learner to their course tutor. If this is not appropriate, please put your complaint in writing to the Principal at The College of Animal Welfare.

The receipt of a formal complaint will be acknowledged by The College of Animal Welfare within ten working days, and the complainant informed of the outcome within 21 days.

Responsibility

It is important for everyone to be responsible for minimising the impact of bullying and harassment. This can be achieved by everyone acting with zero tolerance and reporting as appropriate any incidents witnessed.

Confidentiality

Confidentiality will be observed at all stages of the procedure. Details of complaints will not be disclosed to parties not involved in the complaint.

Last Reviewed: November 2023
Next due for review: November 2024