



Anti-Harassment Policy

Purpose of the Policy

The purpose of this policy is to ensure that all staff are treated and treat others with dignity and respect, free from harassment and bullying. All staff should ensure they understand what types of behaviour are unacceptable under this policy.

1. Definition of Harassment: Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual (Equality Act:2010)
2. Definition of Bullying: Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient (Equality Act:2010)

Scope of the Policy

This policy covers harassment or bullying which occurs both in and out of the workplace, such as on business trips or at events or work-related social functions. It covers harassment or bullying which is face-to-face, by email, phone or letter. It covers bullying and harassment by staff and also by third parties such as customers, suppliers or visitors to our premises.

The Law

Whilst bullying is not against the law, harassment is.

Under the Equalities Act behaviour is unacceptable if it is related to one of these characteristics:

- Race
- Sex
- Pregnancy and maternity
- Marital or civil partnership status
- Gender reassignment
- Disability
- Religion or beliefs
- Age
- Sexual orientation

Staff must treat colleagues and others with dignity and respect, in accordance with our Equality and Diversity policy, and should always consider whether their words or conduct could be offensive. Even unintentional harassment or bullying is unacceptable.

We will take allegations of harassment or bullying seriously and address them promptly and confidentially where possible. Harassment or bullying by an employee will be treated as

misconduct under our Disciplinary Procedure. In some cases, it may amount to gross misconduct leading to summary dismissal.

Procedure for raising a concern

Please note – if you think someone is in immediate risk of harm, do not wait to fill out this procedure. Instead, contact your local authorities. In the UK, you can contact the police by dialling 999.

Procedure for raising a concern – Members of Staff

- Please make the complaint in writing directly to the People Care Group composed by two members of staff and a Board member through the email peoplecaregroup@gaiiaeducation.org
- If the concern involves one of the members of the People Care Group, then the person contacted should be the Board member responsible for the email gaiiaeducationboard@gaiiaeducation.org

What happens after I raise a concern?

- The People Care Group will discuss with the Board if the matter requires any further investigation.
- All comments and complaints will be taken seriously.
- We aim to respond to you within 10 working days.
- To ensure we take the right action, we may need to examine the circumstances of your complaint in more depth. We will contact you to explain this.
- When the investigation is complete, we will contact you to discuss the outcome.
- If you are not satisfied with the outcome, then please contact the OSCR Scottish Charity Regulator at <http://www.oscr.org.uk/charities/raise-a-concern-about-a-charity>

Procedure for raising a concern – Public

- To make a direct complaint to Gaia Education, please use the contact form at <https://gaiiaeducation.org/about/contact/> and in the subject area write People Care group
- Alternatively, you can submit your concern in writing directly to Gaia Education's People Care group at peoplecaregroup@gaiiaeducation.org
- If you want to raise a concern but do not want to speak directly to Gaia Education, please contact the OSCR Scottish Charity Regulator at <http://www.oscr.org.uk/charities/raise-a-concern-about-a-charity>

What happens after I raise a concern?

- Your feedback will be logged and passed to the appropriate member of staff.
- All comments and complaints will be taken seriously. We aim to respond to you within 10 working days.
- To ensure we take the right action, we may need to examine the circumstances of your complaint in more depth.
- We will contact you to explain this.
- When the investigation is complete we will contact you to discuss the outcome.
- If you are not satisfied with the outcome, then please contact the OSCR Scottish Charity Regulator at <http://www.oscr.org.uk/charities/raise-a-concern-about-a-charity>.