

Anti-harassment

Policy Statement

Cheynes Training recognises that any form of harassment is totally unacceptable.

We are particularly concerned about the feelings of young people and we are totally committed to stopping any form of harassment. This policy, and the procedures which support it, allows for action to be taken against employee or representative of Cheynes Training, or any employee or representative of the salons and academies we work with that knowingly allows harassment to take place.

Stopping Harassment

Harassment is a serious management issue.

Our Anti-harassment policy aims to ensure that all complaints of harassment are dealt with in as sensitive a manner as possible by facing up to the issue in an early stage. Stopping unwanted behaviour is an important, personal matter for the individual experiencing harassment. It is essential to deal with incidents of harassment positively, quickly and sensitively.

What does the Anti-harassment Policy cover?

The Anti-harassment policy covers all forms of harassment within any programme operated by Cheynes Training and beyond. Harassment is unfair behaviour that has a harmful effect on an individual, it can include:

- Unwelcome comments and gestures
- Offensive materials
- Verbal statements which are felt as insults
- Threatening or obscene behaviour
- Verbal abuse
- Shunning of a particular individual
- Unwanted physical contact
- Jokes of a derogatory nature
- Bullying
- Offensive language
- Violence
- Exclusion
- Differential treatment

Such behaviour is an attack by one person or group of people against another person or group of people aimed at their gender, sexual identity, race, emotional distress, religion, age, impairment or physical appearance. Harassment is often aimed at people in less powerful positions in the workplace.

Harassment is an abuse of power. It refers to behaviour that is uninvited, unwanted and which fails to respect the individual, it may be persistent or an isolated incident and may be directed towards one or more individuals.

Harassment makes a person feel humiliated, patronised, threatened or insecure, causing personal offence or injury, creating an intimidating, unwelcoming and stressful work environment. It interferes with thinking and judgement.

Anti-harassment Policy Principles

Any form of harassment of a Candidate on the programme is totally unacceptable.

It is the responsibility of the employer or a senior manager within the salon or academy to deal with cases of harassment; if any Candidate feels harassed, a complaint should immediately be made to the Head of Centre or to their salon manager or employer. Please take with you a copy of this policy.

If for any reason, action is not taken to stamp out the harassment, the next step is to talk in confidence to your Regional Training Advisor (RTA). The RTA is prepared to speak up for you and explain the problem to the Head of Centre or the salon manager or employer. The RTA will only act with your full approval.

If action is still not taken to stamp out the harassment, the next step is to talk directly to either the Programme Director, William Howarth or, if appropriate to the Cheynes Training Programme Manager, Sarah Wilson on 0131 476 7100.

All complaints of harassment will be treated seriously, in confidence, with fairness and as quickly as possible. Anyone seeking advice or making a complaint will be protected against victimisation.

Any individual who experiences harassment is encouraged to take action. Cheynes Training will give full support and do all that is possible to ensure the unwelcome behaviour is stopped and prevented from happening again.

Explaining the Policy

All Candidates will be made aware of the existence of the harassment policy and the standard of behaviour that is expected from them. Heads of Centre or salon managers may seek support and guidance in tackling harassment in the workplace and will be given advice about their responsibilities under the policy.

Monitoring and Evaluating the Policy

Records will be kept on the number and type of complaints of harassment within the Programme. These records will be held by the office of the Programme Director and will be confidential. Monitoring will be undertaken to test the effectiveness of the policy and procedure and this will be the responsibility of the Programme Director.

William Howarth, Programme Director, Cheynes Training, January 2011