

Anti-harassment and Discrimination Policy

Anti-harassment and Discrimination

Version: 3.5; effective from November 2024

Policy Summary: The Anti-harassment and Discrimination policy document is a summary of the Cheynes Training approach to preventing harassment and discrimination in the workplace

1 Introduction

Cheynes Training has a zero-tolerance approach to any form of harassment or discrimination. We are particularly concerned about the treatment of young people under the age of 18 and others who may be vulnerable. We are committed to stopping any form of harassment or discrimination. This policy, and the procedures which support it, allows for action to be taken against any employee or representative of Cheynes Training or any of the salons or academies we work with that knowingly allows harassment or discrimination to take place.

2 Stopping Harassment and Discrimination

Harassment and discrimination are serious management issues. This anti-harassment and discrimination policy aims to ensure that all complaints of harassment or discrimination are dealt with quickly and in as sensitive a manner as possible by facing up to the issue at an early stage. Stopping unwanted behaviour is an important, personal matter for the individual experiencing harassment. It is essential we deal with incidents of harassment positively, quickly, and sensitively.

3 Scope

This policy applies to all apprentices, learners, Cheynes Training employees, and anyone else directly involved with the delivery of Cheynes Training's apprenticeship programmes and activities. It covers conduct in academies, in the workplace, at work-related events, and when using any work-related communications systems.

4 What does the Anti-harassment and Discrimination Policy cover?

The Anti-harassment and Discrimination policy covers all forms of harassment or discrimination within any programme operated by Cheynes Training. Harassment and discrimination are unfair behaviours that have a harmful effect on an individual, it includes abuse through digital media (including email, texting, via Facebook, etc.) and could 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

4.1 The above list is not exhaustive.

- 4.2 Harassment and discrimination are often aimed at people in less powerful positions in the workplace which makes harassment and discrimination an abuse of power. It is behaviour that is uninvited, unwanted and which fails to respect the individual or individuals.
- 4.3 Harassment and discrimination make a person feel humiliated, patronised, threatened or insecure, causing personal offence or injury, creating an intimidating, unwelcoming and stressful work environment.
- 4.4 The following behaviours are strictly prohibited:
- Discrimination based on protected characteristics including race, colour, religion, sex, national origin, age, disability or genetic information.
 - Sexual harassment including unwelcome sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature.
 - Bullying, intimidation or abusive conduct.
 - Retaliation against anyone who reports harassment or discrimination.

5 Commitment to a Respectful Environment

Cheyne's Training is dedicated to fostering a culture of mutual respect, inclusion, and professionalism. We expect all members of our community to:

- Treat others with dignity and respect.
- Speak up if they witness inappropriate behaviour.
- Participate in creating a welcoming environment for all.

6 Anti-harassment and Discrimination Policy Principles

Any form of harassment or discrimination of an apprentice on the programme, especially those under the age of 18 or others who may be vulnerable, is totally unacceptable.

- 6.1 It is the responsibility of the academy Head of Centre to deal with cases of harassment or discrimination; if any learner feels threatened or harassed (or witnesses prohibited conduct), 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.
- 6.2 If for any reason, action is not taken to immediately end the harassment or discrimination, 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 to your salon manager or employer. The RTA will only act with your full approval.
- 6.3 If action is not taken to stamp out the harassment or discrimination, the next step is to talk directly to the Cheynes Training Managing Director, Melanie Mitchell on 07971 727654 or, if appropriate, to the Cheynes Training Safeguarding Lead, Melissa Birch on 0131 476 7100.
- 6.4 All complaints of harassment or discrimination will be taken seriously, treated in confidence with fairness and as quickly as possible. Anyone seeking advice or making a complaint will be protected against victimisation and further discrimination.
- 6.5 Any individual who experiences harassment or discrimination is encouraged to act. Cheynes Training will give our full support and do all that is possible to ensure the unwelcome behaviour is stopped and prevented from happening again.

Continued ...

7 Consequences

Cheynes Training team members found to have engaged in prohibited conduct will face disciplinary action up to and including dismissal. Apprentices that are found to have engaged in prohibited conduct will face possible withdrawal from the apprenticeship programme. Academies or salons found to have engaged in prohibited conduct face termination of contracts of services and the termination of working arrangements with Cheynes Training.

8 Prevention and Training

Cheynes Training will provide anti-harassment and discrimination training to all team member during induction. This will cover:

- Recognising and preventing harassment and discrimination
- Bystander intervention techniques
- Reporting and protections against retaliation

8.1 Updates will be provided to team members via our existing internal communication channels.

8.2 Apprentices should be made aware of the existence of the Anti-harassment and Discrimination policy and the standard of behaviour that is expected from them during apprenticeship induction. Links to other related policies, for example to the Cheynes Training Equality Policy and the Safeguarding Policy, should also be made available. Whilst on programme, apprentices will receive training, information, and advice and guidance regarding harassment and discrimination and will complete specific tasks/tests to consolidate their knowledge.

9 Taking Action

Academy Heads of Centre and salon managers may request advice and guidance from Cheynes Training when tackling harassment in the workplace by calling 0131 476 7100, or by email to enquiries@cheynestraining.com in the first instance with a request to speak in confidence to the managing director, Melanie Mitchell on 07971 727654 or, if appropriate, the Cheynes Training Safeguarding Lead, Melissa Birch on 0131 476 7100.

10 Monitoring and Evaluating the Policy

Anonymised records will be kept on the number and type of complaints of harassment within the Cheynes Training Programme. These records will be held by the Managing Director and will remain confidential. Monitoring will be undertaken to test the effectiveness of the policy and procedure, and this will also be the responsibility of the Managing Director.

11 Related Policies

This Cheynes Training policy should be read in conjunction with the following related policies, each of which are available for downloading from the Cheynes Training website:

- Safeguarding Policy
- Complaints and Dispute Resolution Policy
- Equality, Diversity and Inclusion Policy

This policy will be reviewed annually and updated as needed.

Last Review: November 2024

Next Review: November 2025

Melanie Mitchell, Managing Director, November 2024