

## Anti-Bullying Policy

It is the policy of Keyturn Training Limited to treat all employees, job applicants and other internal and external customers fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status. Furthermore, Keyturn Training will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

Many people in our society are victimised and bullied as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability.

Bullying takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour, exclusion, actual physical abuse and online abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

We recognise that bullying can exist in the workplace and the classroom, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working and learning environment.

### Our Policy

We deplore all forms of bullying and seek to ensure that the working and learning environment is sympathetic to all our employees.

We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of bullying with a means of redress.

We recognise that we have a duty to implement this policy and all employees are expected to comply with it.

### EXAMPLES OF PERSONAL HARASSMENT

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of bullying include:

- a. insensitive jokes and pranks;
- b. lewd or abusive comments about appearance;
- c. deliberate exclusion from conversations;
- d. displaying abusive or offensive writing or material;
- e. unwelcome touching; and
- f. abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.