



## **LUTHER KING HOUSE EDUCATIONAL TRUST POLICY AND PROCEDURES: PERSONAL HARASSMENT**

**NOTE:** There is a separate policy statement specifically for employees contained in the 'Employee Handbook'.

### **INTRODUCTION**

1. Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
3. LKH recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect the lives of employees, students and others who are present at LKH. It can interfere with job performance and study by creating a stressful, intimidating and unpleasant working environment.

### **POLICY**

1. LKH deplores all forms of personal harassment and will always seek to ensure that its working environment is sympathetic to all employees, students and others who occupy the premises.
2. Personal harassment takes many forms and people may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one person towards another and examples of harassment include:
  - insensitive jokes and pranks;
  - lewd or abusive comments about appearance;
  - deliberate exclusion from conversations;
  - displaying abusive or offensive writing or material;
  - unwelcome touching; and
  - abusive, threatening or insulting words or behaviour.These examples of harassment are not exhaustive.
3. Disciplinary action at the appropriate level will be taken against anyone, including all employees and students, who commit any form of personal harassment.

4. The disciplinary procedures to be followed are set out in the employee's handbook (for employees) and in the programme handbooks (for students). It is the responsibility of the Management Committee to ensure that this policy is implemented.

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