



## **Head of the Class Ltd Dignity and Respect Policy statement**

Head of the Class aims to create a working and learning environment that respects the dignity and rights of all staff and students and where individuals have the opportunity to realise their full potential.

The aim of this policy is to promote an environment and culture in which bullying and harassment are known to be unacceptable and where individuals have the confidence to deal with harassment without fear of ridicule or reprisal.

Head of the Class will not tolerate any form of harassment or bullying and is committed to ensuring that staff, students, volunteers and visitors are able to work and study without fear of harassment, bullying or victimisation, recognising its duty of care to staff, students, volunteers and visitors under health and safety, equality legislation.

Head of the Class regards any incident of harassment or bullying as a serious matter and will respond promptly and sensitively to formal complaints and where appropriate take disciplinary action, including dismissal or expulsion from Head of the Class.

Additionally, staff, students, volunteers and visitors will be encouraged to resolve concerns informally through a network of trained Manager.

### **Communication of this policy**

Head of the Class undertakes to communicate this policy fully to ensure that staff, students, volunteers and visitors understand their rights and responsibilities. Head of the Class will also monitor incidents of harassment and bullying and the effectiveness of this policy and procedures.

Staff, students, volunteers and visitors have an important role to play in creating an environment where everyone is enabled to achieve their full potential and mutual respect is the norm where harassment is unacceptable.

In particular, College Deans/Directors of Professional Services, all managers and others in positions of authority will be expected to promote a culture free from unacceptable behaviour, leading by example and identifying unacceptable behaviour when it occurs, taking prompt action to stop it.

Head of the Class Ltd is committed to developing an environment where students and staff can work and study free from discrimination and harassment, enabling staff and students to fulfil their personal potential.

Everyone in Head of the Class community should be treated with dignity and respect. Students and staff, particularly staff in positions of responsibility, have an important role to play in creating an environment where harassment is unacceptable.



# Head of the Class

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This Dignity and Respect Policy demonstrates Head of the Class's commitment to eliminating harassment and the role students and staff fulfil in helping us achieve this aim.

**- Abrar Al-Habtari, Manager Director**