

1 Introduction

1.1 The Eat That Frog Group expects all its learners to work within and maintain a good working environment by following ETF values.

1.2 Learners who have serious concerns about bullying need to share those concerns. If you see something that you think is bullying, please inform your tutor or another member of staff.

2 Principles

2.1 This policy applies in the following contexts:

- anywhere on the Company's premises
- anywhere off the Company's premises during study-related social events
- anywhere off the Company's premises during work experience

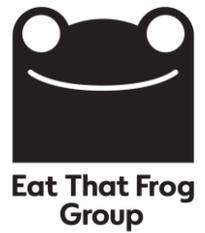
2.2 If you do any of the following you may be disciplined or lose your placement:

- bullying someone else which includes but is not limited to:
 - Making offensive comments
 - Excluding people from groups
 - Hurting someone physically
 - Spreading untrue rumours
 - Inappropriate messaging or posting on social media (see the Learner Online Safety policy)
 - Theft of personal belongings
 - Bullying related to race, religion, culture, disabilities, sexual orientation, appearance, special educational needs, sexist bullying, cyber bullying and radicalisation
- threatening anyone who raises a bullying complaint
- retaliating against anyone who raises a bullying complaint
- say things about bullying that you know are not true
- saying things you know are not true during any investigation of bullying

2.3 You should never be victimised if you raise a bullying complaint, and you must inform your tutor or other member of staff if this is happening to you.

3 Scope

3.1 This policy applies to all learners studying within the Eat That Frog Group.



4 How We Deal With Bullying

4.1 If you can, try and talk to the person who is bullying you and tell them that their behaviour is upsetting you.

4.2 Sometimes it is difficult to do this, in which case you should talk to your tutor or another member of the management team in confidence. If the problem is with your tutor — or there's another reason you would prefer not to discuss it with them — you must instead speak to their line manager or a director of the Company.

4.3 If you cannot resolve the issues you will need to follow our learner complaints procedure. We will treat your complaint in confidence, as far as is possible, and if we find that you have been the victim of bullying will take steps to stop it continuing or happening again.

4.4 If we cannot prove your complaint, we will explain why. Either way, we will look at ways of addressing your relationship with the person you accused. We may, for example, change your or their timetable, or suggest counselling or mediation.

5 Protecting Confidentiality

5.1 If you make a complaint about bullying, you should not tell anyone else as this might make it difficult to investigate your complaint.

5.2 If you do say something to someone else, this would breach our disciplinary process, and might lead to disciplinary proceedings being brought against you.

6 Review

6.1 This policy will be reviewed annually or as required by changes in the law.