

MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

HARASSMENT AND BULLYING POLICY

All members, clients and visitors are treated with respect, courtesy and integrity whilst involved in any aspect of MIP. The Institute will seek to provide a safe and supportive environment in which everyone is able to study or work to the best of their abilities, free from harassment, bullying or intimidation. MIP will not tolerate any behaviour from members, clients or visitors which may constitute harassment. Members, clients and visitors have the right to complain about behaviour they find unacceptable and may take informal or formal action as set out in this policy to end harassment.

Responsibilities and duties:

It is the responsibility of all individuals to ensure that their own personal conduct is in accordance with this policy, that they treat others with the dignity they deserve and that they do not harass, bully or intimidate any member client or visitor of MIP.

The Director has the overall responsibility for creating an environment and ethos which maintains the dignity of all members of MIP and for setting standards and taking action, including disciplinary, to ensure that this policy is implemented.

Definitions:

Harassment can take many forms and it may involve action, behaviour, comment or physical contact which is found to be objectionable or which causes offence. It can include both physical and verbal violence. Harassment is always unwanted, unreasonable and offensive and can result in the recipient feeling threatened or humiliated as well as being physically and/or mentally abused. Such conduct creates an environment which can be intimidating, hostile or humiliating for the recipient.

People can be subjected to harassment on a variety of grounds, including their:

- * disabilities, sensory impairments, learning difficulties, mental or physical ill-health
- * ethnic origin, culture or nationality.
- * relationship status, sexuality or gender.
- * age

This list is not exhaustive. Anyone who is perceived as different, is in a minority, or who lacks organisational power, runs the risk of being harassed. Thus, health, physical characteristics, personal beliefs and numerous other factors may lead to harassment.

Making a complaint

Any member, staff, visitor, trainee or client who has witnessed or experienced harassment or bullying on MIP premises and wishes to make a formal or informal complaint should make a complaint to the Director in accordance with the MIP Complaints Procedure.

This policy is regularly reviewed every 18 months and updated a minimum of every 36 months as necessary

Reviewed and revised October 2023

