



# ANTI-BULLYING POLICY



**MONARCH PARTNERSHIP**

*Utilities simplified*

# INTENT AND OBJECTIVES

## STATEMENT OF INTENT

We are committed to providing a caring, friendly and safe environment for all of our staff so they can work in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Monarch. If bullying does occur, all staff should be able to tell and know that incidents will be dealt with promptly and effectively.

## WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

### **Bullying can be:**

- Emotional - being unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - All areas of internet such as email and internet chat room misuse  
Mobile threats by text messaging and calls  
Misuse of associated technology  
i.e. camera and video facilities

### **Why is it Important for Monarch to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Staff who are bullying need to learn different ways of behaving.

Monarch has a responsibility to respond promptly and effectively to issues of bullying.

### **Objectives of this Policy**

- All staff should have an understanding of what bullying is
- All staff should know what the company policy is on bullying, and follow it when bullying is reported
- All staff should know what the company policy is on bullying, and what they should do if bullying arises
- As a company we take bullying seriously. Staff should be assured that they will be supported when bullying is reported
- Bullying will not be tolerated



# PROCEDURES

## THE MONARCH PARTNERSHIP LTD – ANTI-BULLYING POLICY PROCEDURES

1. Report bullying incidents to your manager
2. In cases of serious bullying, the incidents will be recorded by a senior manager
3. In serious cases staff in question should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

## OUTCOMES

- 1) The bully (bullies) may be asked to genuinely apologise. Other consequences may take place
- 2) In serious cases, suspension or even exclusion will be considered
- 3) If possible, the staff member will be reconciled
- 4) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

Policy last revised: September 2018



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