

MSE: Policy non-discrimination / anti-harassment, abusive / unacceptable behaviour and exclusions

Aim:

In line with its *Commitment to equal opportunities*, Mayfair School of English is committed to promoting a harmonious working and learning environment based on equality and mutual respect, free from any form of discrimination.

Unacceptable behavior:

Examples of unacceptable discriminatory behaviour would include treating an individual unfairly due to their:

- gender
- marriage or civil partnership
- gender reassignment
- pregnancy and maternity leave
- sexual orientation
- disability
- race
- colour
- ethnic background
- nationality
- religion or belief
- age

Discriminatory behaviour can take different forms including:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation

All such conduct adversely affects study/working conditions for staff and students and is unacceptable. All forms of discriminatory behaviour will be regarded very seriously and may be grounds for disciplinary action or exclusion. In particular, persistent or gross harassment will be treated as grounds for disciplinary action including dismissal or expulsion from the school.

Some general examples of harassment may include:

- Unwanted physical contact
- Verbal and written harassment through jokes, gossip and slander.
- Bullying
- Verbal/physical intimidation
- Coercion to participate in unwanted activities
- Isolation or non-co-operation.

If you feel that you are being subjected to any form of harassment by another member of staff or a student, do not feel that it is your fault or that you have to tolerate it. There are a number of courses of action, which you can take.

For students:

- Talk to your teacher.
- If possible make it clear to the person causing the offence that it is unacceptable to you.

- Get support from a friend or colleague to help you explain your feelings to the person harassing you.
- Speak to a member of the academic management team or the office
- Speak to the Director of the school

For staff:

- Talk to your line manager or the Director.
- If possible make it clear to the person causing the offence that it is unacceptable to you.
- Get support from a friend or colleague to help you explain your feelings to the person harassing you.
- Keep records of relevant incidents which distress you
- Use the school grievance procedure

Throughout any formal or informal procedures that deal with harassment the principal objective is that of identifying the underlying issues and eliminating the cause of offence as quickly as possible and with minimal recrimination.

http://www.direct.gov.uk/en/Employment/ResolvingWorkplaceDisputes/DiscriminationAtWork/DG_10026557

Other grounds for exclusion:

Mayfair School has a written policy (see above) which makes clear that abusive behaviour is unacceptable within the school. Copies of this are available in the school policy handbook, copies of which can be found in the staffroom, in the common areas of the school and in the office, and are given to all new staff during their induction. All students enrolled at the school are expected to abide by the tenets of this policy; failure to do so may, in extreme cases, result in students being excluded from the school and their courses curtailed.

Additionally all staff contracts make clear that employees of Mayfair School of English may be liable to summary dismissal in the event of an act of gross misconduct, which is defined in contracts as: *'physical or verbal abuse/intimidation of colleagues or clients; statements of a defamatory or racist nature; wrongfully claiming to hold qualifications which the employee does not hold or cannot substantiate by supplying relevant original documentation; an irrevocable breakdown of relations with colleagues/the management of the school.'*

The school deems that all forms of unacceptable behaviour as outlined above are disruptive to the learning of other students. For all existing and prospective students, our terms and conditions of enrolment clearly state that Mayfair School reserves the right to exclude from lessons anyone whose behaviour wilfully *'disrupts the learning of others.'*

1st January 2017