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The Training & Recruitment Partnership Ltd

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### **TRP's Harassment and Discrimination Policy**

TRP fully supports the rights and opportunities of all employees and learners to seek and maintain employment without discrimination.

Harassment in the workplace is a form of discrimination and is identified as any hostile or improper act, offence or inappropriate behaviour, which lowers employees' morale and interferes with their work effectiveness.

Conduct which leads to the harassment or bullying of another is totally unacceptable and will render the individual responsible liable to potentially severe disciplinary action, which could include termination of employment/training.

Any TRP employee or learner, who believes him or herself to be a victim of harassment or bullying, can instigate the TRP grievance procedure.

All staff are expected to ensure that TRP's employees and learners do not suffer harassment or bullying in the workplace on the basis of gender, sexual orientation, race, ethnic origin, nationality, skin colour, age, religion, disability, medical condition, or marital status; and to record and feedback on issues to TRP's Directors, as and when they may arise.