

# Anti-Bullying & Harassment Policy

## Introduction

The CPL Institute is committed to fostering a safe, respectful, and inclusive environment for all learners and staff. Bullying and harassment of any kind will not be tolerated. This policy outlines our commitment to preventing and addressing bullying and harassment.

## Scope

This policy applies to all learners, staff, and stakeholders of The CPL Institute, covering conduct that occurs in person, online, and in any activities related to the learning or working at the CPL Institute.

Harassment or bullying has the effect of causing undue stress on individuals and of demotivating them. Harassment or bullying of any kind will not be tolerated and serves to undermine the safe, supportive and welcoming environment which the CPL Institute wishes to encourage.

## Definitions

- **Bullying:** Repeated behaviour that intends to intimidate, degrade, humiliate, or undermine an individual.
- **Harassment:** Unwanted behaviours related to a protected characteristic (e.g., age, disability, gender, race) that violates a person's dignity or creates an offensive environment.
- **Cyberbullying:** Bullying that takes place via electronic communication, including social media, emails, and text messages.

## Commitment and Principles

The CPL Institute is committed to:

- Ensuring a zero-tolerance approach to bullying and harassment.
- Promoting a culture of respect, inclusion, and dignity.
- Providing confidential support to affected individuals.
- Taking prompt and effective action against any reported incidents.
- Educating learners and staff on respectful behaviours and conflict resolution.

## Reporting Procedures

Any individual who experiences or witnesses bullying or harassment is encouraged to report the incident through the following channels:

- **Confidential Reporting:** Submit complaints via the [support@theCPLinstitute.ie](mailto:support@theCPLinstitute.ie) email or online reporting form.
- **Direct Reporting:** Speak with an Instructor or directly to a training administrator.
- **Online Reporting:** Use the feedback form\* supplied for the course or the 'Contact us' form on the website or via this link, [Contact Us Today!](#)

All reports will be handled promptly and with confidentiality.

\*QR code for access to the Feedback form:

COURSE FEEDBACK



## **Investigation Process**

Upon receiving a report, the CPL Institute will:

- Acknowledge receipt of the complaint.
- Conduct a thorough and impartial investigation.
- Take appropriate action based on findings.
- Provide support to the affected individuals.

## **Consequences of Bullying and Harassment**

Individuals found responsible for bullying or harassment may face:

- Verbal or written warnings.
- Mandatory participation in educational programmes.
- Suspension or dismissal (for students).
- Disciplinary action up to termination (for staff).

## **Prevention and Awareness**

To prevent bullying and harassment, the CPL Institute will:

- Conduct regular awareness campaigns.
- Offer workshops and training sessions.
- Monitor the reporting of bullying.

## **Support Services**

The CPL institute offers support services, including:

- Counselling and mental health support to all staff
- Mediation and conflict resolution services.
- External referral services where appropriate.

## **Review and Monitoring**

This policy will be reviewed regularly to ensure its effectiveness and compliance with legal and ethical standards.

## **Conclusion**

The CPL Institute provides a safe and inclusive educational and working environment where everyone is treated with respect and dignity. We encourage all staff and course participants to uphold these values and contribute to a positive learning experience.