

Bullying and Harassment Policy

Cutlass Security Group, Cutlass Support Services and Cutlass Learning Academy are committed to providing a safe, respectful and professional learning environment. Violence, threatening behaviour, intimidation, harassment and inappropriate sexual behaviour will not be tolerated for any reason.

The following behaviours are unacceptable and may be treated as **dismissible offences**:

- Using violence or the threat of violence to steal another person's property, including mobile phones, money, clothing, cigarettes or any other personal belongings.
- Using violence, intimidation or the threat of violence to force another person to do something against their will.
- Shouting, threatening or making threatening gestures towards a member of staff who has made a reasonable request, for example, asking a learner to remove their hood, move from an area where they are not permitted to be, or stop using inappropriate or offensive language.
- Any other behaviour that places another learner, member of staff or visitor in fear of harm or creates an intimidating or unsafe environment.

Harassment

Harassment occurs where the behaviour or actions of a learner cause a member of staff or another learner to feel intimidated, uncomfortable, humiliated or that their dignity has been offended.

Harassment may involve physical, verbal, written or other inappropriate behaviour. It may be a **single incident or a repeated pattern of behaviour**. Harassment does not have to be specifically related to gender, race, disability, sexual orientation, religion or any other protected characteristic for action to be taken under this policy.

Examples may include:

- Intimidating or aggressive behaviour.
- Repeated unwanted comments or remarks.
- Deliberately making another person feel uncomfortable or threatened.
- Persistent unwanted contact or attention.
- Behaviour intended to humiliate, undermine or distress another learner or member of staff.

Any person who believes they have experienced harassment may raise a grievance or report the matter through the appropriate Academy procedures. All concerns will be taken seriously and investigated appropriately.

Sexual Harassment and Inappropriate Sexual Behaviour

Cutlass Security Group, Cutlass Support Services and Cutlass Learning Academy operate a **zero-tolerance approach to sexual harassment and inappropriate sexual behaviour**.

Examples include:

- Unwanted sexual touching or physical contact.

- Unwanted sexual advances, including continuing to pursue another person after they have made it clear that they are not interested.
- Using sexual or sexually suggestive language towards another learner.
- Making sexual comments, jokes or remarks that offend, embarrass or make another person feel uncomfortable.
- Discussing sexual matters in an inappropriate manner or in circumstances where such discussion is unwelcome.
- Any other unwanted sexual behaviour that causes another person to feel uncomfortable, intimidated or degraded.

Allegations of sexual harassment will be taken seriously and thoroughly investigated. Where a learner is found to have engaged in sexual harassment or other serious inappropriate sexual behaviour, disciplinary action may be taken, up to and including **dismissal from the programme**.

Learners should also be aware that **consensual sexual activity while they are under the responsibility or supervision of Cutlass Learning Academy** constitutes a breach of the Cutlass Security Group, Cutlass Support Services and Cutlass Learning Academy disciplinary policy. Such conduct will be dealt with through the appropriate disciplinary process.

Induction and Learner Journey Reinforcement

The requirements of this policy are reinforced throughout the learner journey and are not limited to the initial induction.

During the **induction presentation**, learners are made aware of:

- The Academy's zero-tolerance approach to violence, threats, harassment and inappropriate sexual behaviour.
- Expected standards of professional and respectful conduct.
- Examples of behaviour that may constitute a disciplinary offence.
- The potential consequences of breaching the policy, including dismissal from the programme.
- How to raise concerns, report inappropriate behaviour or access the grievance process.

The policy is subsequently reinforced during **learner journey reviews**. These reviews provide opportunities to revisit expected standards of behaviour, address emerging concerns and remind learners of their responsibilities towards staff, fellow learners and visitors.

Learners are expected to demonstrate appropriate behaviour throughout their time with Cutlass. Compliance with this policy forms part of the overall expectations of participation in the programme and contributes to maintaining a safe, professional and respectful learning environment for everyone.



 SECURITY  EVENTS  CLOSE PROTECTION  TRAINING  RECRUITMENT  RAIL  CARE SERVICE

Signed:

A handwritten signature in black ink, appearing to read 'Humayun', written over a light blue rectangular background.

Review Date:

17.08.2027

Name:

Humayun Shahzad

Date:

18.08.2026