

## Northern Guild Zero Tolerance Policy

One of Northern Guild's overriding aims is to ensure that we treat each other with courtesy and respect at all times. It is important that we maintain this behaviour as we all have a right to work in an environment which is both safe and free of abuse. For this reason, Northern Guild has developed this "Zero Tolerance Policy".

Northern Guild believes that any act of aggression, violence or intimidation, both physical and non-physical (verbal) from any member of staff, student, practitioner, client, visitor or member of the public is unacceptable. Northern Guild is committed to the creation of a culture and environment where everyone may undertake their duties without fear of abuse or violence.

### Policy brief & purpose

This policy aims to outline the Northern Guild's commitment to the safety of those using its facilities and premises, provide clear lines of accountability and facilitate a working environment that embodies the rights and expectations of all at Northern Guild.

The policy also aims to acquaint all with what we consider workplace violence or abuse and ask them to report early signs or threats. We want to provide all at Northern Guild with a space where mutual respect and personal safety are maintained. We therefore ask everyone to be professional and ethical at all times.

### Scope

This policy applies equally to all employees, practitioners, contractors, public visitors, clients, students and to anyone else whom users of our facilities and premises come into contact with during their work, consultation or study.

### Policy elements

"Workplace violence" refers to physical acts of violence or threats to harm a person or property including both in person and online contexts. Abusive behaviours, whether verbal, psychological or physical, are also considered violence. More specifically:

- Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem.
- Sexual abuse is any unwelcome verbal or physical assault.

We cannot always predict violent acts, but we ask everyone to be vigilant. Please report any concerns or violent acts to a member of the Northern Guild office as soon as possible. Examples of violent behaviour include but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behaviour
- Concealing or using a weapon
- Sexual or racial harassment

## **Raising a Concern**

All staff, practitioners and students are responsible to implement our policies and ensure that all procedures are free of discrimination.

Anyone who witnesses or suspects violence, or are victims of violence or abuse, can report this to Northern Guild office staff, their immediate psychotherapist, tutor supervisor or to one of the directors. We will investigate quickly and discreetly, following relevant procedures. We aim to protect victims from harassment and victimisation.

## **Disciplinary Consequences**

Northern Guild do not tolerate violence or abuse. Any such behaviour will trigger appropriate disciplinary action, up to and including termination of contract, removal from training, as well as potential criminal charges.

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