

Coill Dubh N.S.
Coill Dubh
Naas
Co. Kildare
Phone: (045) 860023
Fax: (045) 860023



S.N. Coill Dubh
Coill Dubh
Nás na Ríogh
Co. Chill Dara
Guthán: (045) 860023
Fax: (045) 860023

Sexual Harassment – Adult Bullying Policy

The Board of Management of Coill Dubh N.S. recognises that all employees have a right to a workplace free from sexual harassment and is fully committed to ensuring that all employees are able to enjoy that right.

There is a responsibility on all employees to ensure a workplace free from sexual harassment for all other employees, and to be aware of this policy.

Any complaint of sexual harassment shall be fully and properly investigated and, if substantiated, will be regarded as grounds for disciplinary action up to including dismissal. An attempt will be made to resolve the complaint informally in the first instance but if this is not possible, a formal procedure will be invoked. Confidentiality will be ensured, insofar as is possible, at all times during the investigation for all parties involved.

What is Sexual Harassment?

Sexual harassment means unwanted conduct of a sexual nature or other conduct based on a person's gender which affects the dignity of men and women at work. This can include unwelcome physical, verbal or non-verbal conduct which is offensive and causes discomfort or humiliation to the individual concerned.

Examples of sexual harassment include:

1. Unwanted physical or verbal advances.
2. Unwanted touching of physical gestures.
3. Comments and remarks of a sexual or discriminatory nature.
4. Unwelcome comments about personal appearance.
5. Demands of sexual behaviours.
6. Displays of pinups and pornographic material.
7. Innuendoes of a sexual nature or based on a person's gender.
8. Bullying.

Adult Bullying in the Workplace.

What is Adult Bullying?

The Health and Safety Authority defines bullying as follows:

“Bullying in the Workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate the relationships. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. In the workplace environment there

can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties, which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour which is systematic and on going should be regarded as bullying”

In summary, Adult Bullying can take many different forms, which usually include:

- ❖ Intimidation or harassment;
- ❖ Aggression;
- ❖ Verbal Abuse;
- ❖ Humiliation;
- ❖ Undermining;
- ❖ Dominance or abuse of power;
- ❖ Different or unfavourable treatment;
- ❖ Exclusion or isolation.

Key factors of Adult Bullying are that the behaviour is generally:

- ❖ Persistent;
- ❖ Unwanted;
- ❖ Subtle;
- ❖ Non-physical.

Making a complaint of sexual harassment /adult Bullying.

- 1. The Board of Management subscribes to the Guidelines as laid out in CPSMA Board of Management Handbook Appendix 21 Page 204-207**