



## **Anti- Harassment Policy for The British Institute of Rome, sede autorizzata di Viterbo**

### **Introduction:**

The British Institute of Rome, sede autorizzata di Viterbo is committed to providing a safe and inclusive environment for all members of its community. Harassment in any form undermines our shared values of respect, dignity, and equality. This Anti-Harassment Policy outlines our commitment to preventing and addressing harassment, promoting a culture of respect, and ensuring the well-being of all individuals within our school community, in accordance with Italian law.

### **Definitions:**

1. **Harassment:** Harassment refers to unwelcome and offensive conduct, whether verbal, physical, or visual, that creates a hostile, intimidating, or offensive environment, interferes with an individual's dignity, or adversely affects their academic or work performance.

### **Policy:**

1. **Zero Tolerance:** The British Institute of Rome, sede autorizzata di Viterbo maintains a zero-tolerance policy towards harassment in any form, including but not limited to sexual harassment, verbal harassment, physical harassment, discrimination, and intimidation.
2. **Educational Awareness:** We are committed to promoting awareness and understanding of harassment among students, staff, and parents. We aim to foster a culture of respect, empathy, and inclusivity within our school community.
3. **Reporting Procedures:** Individuals who experience or witness harassment are encouraged to report incidents promptly and confidentially to management (either the school director or the director of studies). Reports can be made in person, in writing, or via email, and will be handled with sensitivity and discretion.

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4. **Investigation and Response:** Upon receiving a report of harassment, The British Institute of Rome, sede autorizzata di Viterbo will conduct a prompt, thorough, and impartial investigation. The identities of both the complainant and the alleged harasser will be kept confidential to the extent possible.

5. **Support for Victims:** Victims of harassment will receive immediate support and assistance from school authorities, including advocacy, and protection from further harm. We are committed to ensuring that victims feel safe, valued, and supported throughout the resolution process.

6. **Disciplinary Action:** Perpetrators of harassment will be subject to disciplinary action in accordance with school policies and Italian law. Disciplinary measures may include but are not limited to education, corrective action, suspension, or termination of employment or enrolment, depending on the severity and nature of the offense.

7. **Review and Improvement:** The British Institute of Rome, sede autorizzata di Viterbo will regularly review and update its harassment policies and procedures to ensure effectiveness and compliance with legal requirements. Where necessary we will provide ongoing training and resources to staff and students to prevent harassment and promote a culture of respect and inclusivity. We welcome feedback and input from all members of the school community to continuously improve our efforts to prevent and address harassment.

### **Conclusion:**

By implementing and upholding this Harassment Policy, The British Institute of Rome, sede autorizzata di Viterbo reaffirms its commitment to creating a safe, respectful, and inclusive learning environment where all individuals are treated with dignity and respect, and where harassment in any form is not tolerated. Together, we can cultivate a school community where every individual, no matter their role, can thrive and reach their full potential.

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