

# Bullying



If you think you are being bullied while on a TBG training programme you should

- ✓ talk to your Tutor/Employee Development Specialist to see if she/he can help you

If you are still unhappy you can:

- ✓ ring TBG and ask to speak to Barbara Read on 0121-200-1140
- ✓ e-mail TBG on [bread@tbglearning.com](mailto:bread@tbglearning.com)

## Useful websites

UK National Workplace Bullying Advice Line

[www.bullyonline.org](http://www.bullyonline.org)

Kidscape

[www.kidscape.org.uk](http://www.kidscape.org.uk)

ACAS

[www.acas.org.uk](http://www.acas.org.uk)

Citizens Advice Bureau

[www.nacab.org.uk](http://www.nacab.org.uk)

## How to contact us...

### TBG Learning Head Office

Lombard House, 145 Great Charles Street, Birmingham B3 3JR  
t: 0121 200 1140 f: 0121 233 0573/9567  
email: [headoffice@tbglearning.com](mailto:headoffice@tbglearning.com)

### TBG Learning West Midlands

5th Floor, Lombard House  
145 Great Charles Street  
Birmingham B3 3JR  
t: 0121 200 2646  
f: 0121 233 9567  
email: [customerservice.westmids@tbglearning.com](mailto:customerservice.westmids@tbglearning.com)

### TBG Learning Derbyshire

6th Floor St. Peter's House  
Gower Street  
Derby DE1 1SB  
t: 01332 202828  
f: 01332 202804  
email: [customerservice.derby@tbglearning.com](mailto:customerservice.derby@tbglearning.com)

### TBG Learning South London

13-14 Ellersie Square  
Lyham Road  
London SW2 5DZ  
t: 020 7274 4106  
f: 020 7274 0764  
email: [customerservice.slh@tbglearning.com](mailto:customerservice.slh@tbglearning.com)

### TBG Learning Tendring

103-105 Carnarvon Road  
Clacton-on-Sea  
CO15 6QA  
t: 01255 430053  
f: 01255 688240  
email: [customerservice.tendring@tbglearning.com](mailto:customerservice.tendring@tbglearning.com)

### TBG Learning Colchester

Portal House  
27 Southway  
Colchester CO2 7BA  
t: 01206 366341  
f: 01206 366358  
email: [customerservice.colchester@tbglearning.com](mailto:customerservice.colchester@tbglearning.com)

### TBG Learning West London

84 Uxbridge Road  
Ealing, London  
W13 8RA  
t: 020 8566 5252  
f: 020 8579 6735  
email: [customerservice.wln@tbglearning.com](mailto:customerservice.wln@tbglearning.com)

### TBG Learning Newham

1A Cloughton Road  
Newham  
London E13 9PN  
t: 020 8548 9489  
f: 020 8472 1022  
email: [customerservice.newham@tbglearning.com](mailto:customerservice.newham@tbglearning.com)

### TBG Learning Gravesend

23-25 King Street  
Gravesend  
Kent DA12 2DU  
t: 01474 566588  
f: 01474 569100  
email: [customerservice.gravesend@tbglearning.com](mailto:customerservice.gravesend@tbglearning.com)

### TBG Learning Tower Hamlets

3rd Floor Truman Building  
91-95 Brick Lane  
London E1 6QL  
t: 020 7247 0036  
f: 020 7426 0560  
email: [customerservice.tower@tbglearning.com](mailto:customerservice.tower@tbglearning.com)

### TBG Learning Barking

Monteagle Court  
Unit 6A Waking Road  
Barking Essex IG11 8PD  
t: 020 8507 1377  
f: 020 8507 1296  
email: [customerservice.barking@tbglearning.com](mailto:customerservice.barking@tbglearning.com)

## Employer Division (Apprenticeships & NVQ'S)

### TBG Learning West Midlands Region

5th Floor, Lombard House  
145 Great Charles Street  
Birmingham B3 3JR  
t: 0121 200 2646  
f: 0121 233 9567  
email: [westmids-ed@tbglearning.com](mailto:westmids-ed@tbglearning.com)

### TBG Learning London Region

Unit 5 Waking Road  
Barking Essex  
IG11 8PD  
t: 020 8591 8881  
f: 020 8507 1296  
email: [london-ed@tbglearning.com](mailto:london-ed@tbglearning.com)

### TBG Learning East Midlands Region

6th Floor St. Peter's House  
Gower Street  
Derby DE1 1SB  
t: 01332 202828  
f: 01332 202804  
email: [eastmids-ed@tbglearning.com](mailto:eastmids-ed@tbglearning.com)

### TBG Learning South East Region

Portal House  
27 Southway  
Colchester CO2 7BA  
t: 01206 366341  
f: 01206 366358  
email: [southeast-ed@tbglearning.com](mailto:southeast-ed@tbglearning.com)

[www.tbglearning.com](http://www.tbglearning.com)



## TBG Learning's policy

TBG will not tolerate bullying of/or by staff or learners on its training programmes and expects all staff & learners to work and train in a sympathetic working environment

This policy applies both to the learner's time in the workplace if applicable and while training on TBG's premises.

## Definition of bullying.

*"Offensive or intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to humiliate, denigrate or injure the recipient"*

ACAS 2005

## What is bullying?

The effects of workplace bullying are estimated to be responsible for between one third to half of all stress related illnesses.

So, how do you know you are being bullied? Bullying differs from harassment which can happen as a result of a single, or small number of, incidents. Bullying tends to be many small incidents over a long period of time. Each incident could be trivial in itself but together they undermine your confidence and self-esteem and cause you stress.

**No one deserves to be a victim of bullying.**

Those who can, do.

Those who can't, bully

*From Bully OnLine, the UK National Workplace Bullying Advice Line  
www.bullyonline.org*

## Examples of Bullying Include:

### Obvious bullying behaviour

- Someone repeatedly shouting or swearing at you in public or private
- Frightening you with physical or other threats
- Personal insults or name calling
- Ignoring or excluding you
- Picking on you when there is a common problem
- Constant nit-picking, fault finding

### Less obvious signs of bullying

- Setting unrealistic deadlines
- Unreasonably removing areas of responsibility, or being overloaded with work
- Withholding work related information
- Setting you up to fail