

## Harassment procedure –what to do if someone is treating you in a bad way

### What is harassment?

**Harassment** means treating people in a bad way. It means doing bad things like



- saying mean things
- hurting them
- making them feel scared or worried.

People can be treated in a bad way because they are



- disabled
- from a different race, culture or country
- a woman
- gay, lesbian, bisexual or transsexual

- Gay means a man who is attracted to other men.
- Lesbian means a woman who is attracted to other women.
- Bisexual means a person who is attracted to both men and women.
- Transsexual means someone who has changed or is changing their sex. For example from a man to woman.

**It is wrong to treat people in a bad way because they are different to you.**

### **What is racial harassment?**



Some people are treated in a bad way because they are from a different race, culture or religion. They might be treated badly because of the colour of their skin. This is called **racial harassment**.

Here are some of things that can happen

- **Being threatened** – this is when someone or a group of people say they will hurt you or do something bad to you.
- **Name-calling** – this is when someone or a group of people say something mean they know will hurt your feelings.
- **Graffiti** – this is when someone or a group of people write bad things about you that other people can read. This might be on a wall outside or on a bus or inside a toilet.
- **Rubbish dumping** – this is when someone or a group of people tip rubbish outside where you live.
- **Letters and telephone calls** – this is when someone or a group of people call or write to you saying bad things about you.
- **Assault** – this is when someone or a group of people try to hurt you or try to damage where you live.





**If someone or a group of people do any of these things to you it is wrong. It is against the law to do this.**

Everyone has the right to live safely and not be treated badly.

### **What to do if this happens to you**

- If someone or a group of people are treating you in a bad way you must tell someone.



- The first person to tell is your project worker.

- If your project worker is treating you in a bad way then you need to tell their manager. The manager is the person in charge.



- If you are not sure what to do please call the Twin Valley Head Office in Blackburn. They will help you find the right person to talk to.

**Their telephone number is 01254 269000.**

### **Their address is**



Prospect House  
Wharf Street  
Blackburn  
BB1 1JD

- You will need to tell James Street all the things that have happened to you. You will need to say what day and time these things happened.



- They will write everything down and write a report within 2 working days.
- It is very important to James Street staff that you are safe and people do not treat you badly.
- They will let you know what happens after they have written their report.