



# **ANTI-HARASSMENT AND BULLYING POLICY**

**REVIEWED SEPTEMBER 2022**



## About this Policy

- The Trust is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect.
- This policy covers harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work related events or social functions. It covers bullying and harassment by staff (which may include consultants, contractors, and agency workers) and by third parties such as customers, suppliers, or visitors to our premises.

## What is Harassment?

- Harassment is any unwanted physical, verbal, or non-verbal contact that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- Harassment may include for example:
  - unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing
  - unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
  - offensive emails, text messages or social media content
  - mocking, mimicking or belittling a person's disability
- A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

## What is Bullying?

- Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear of intimidation.
- Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:
  - physical or psychological threats;
  - overbearing and intimidating levels of supervisions
  - inappropriate derogatory remarks about someone's performance.



### **If you are Being Harassed or Bullied**

- If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should escalate this to the head of department or CEO. If this is applicable to the CEO, they should escalate to the Chair or the Board of Trustees, who can provide confidential advice and assistance in resolving the issue formally or informally.
- If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.
- We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible.
- Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee, the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

### **Protection and Support for those Involved**

- Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under the Disciplinary Procedure.

### **Record- Keeping**

- Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our General Data Protection Policy.

Last Update:	September 2022
New Review Date:	September 2024