



ANTI HARASSMENT AND BULLYING POLICY

1 Policy Statement

1.1 The purpose of this Policy is to ensure that all staff and volunteers are treated and treat others with dignity and respect, free from harassment and bullying. All individuals should take the time to ensure they understand what types of behaviour are unacceptable under this Policy.

1.2 This Policy covers harassment or bullying which occurs both in and out of the Fund's office, such as events or on social media. It covers bullying and harassment by staff and volunteers and also by third parties such as suppliers or members. Third party harassment can result in legal liability, will not be tolerated and individuals are encouraged to report it.

1.3 Staff and volunteers must treat all individuals with dignity and respect and should always consider whether their words or conduct could be offensive. Even if unintentional, harassment or bullying is unacceptable.

1.4 We will take allegations of harassment or bullying seriously and address them promptly and confidentially where possible. Harassment or bullying will be treated as misconduct under our disciplinary procedure. In some cases, it may amount to gross misconduct leading to immediate dismissal.

2 What is harassment?

2.1 Harassment of any unwanted physical, verbal or non-verbal conduct which 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.

2.2 It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

2.3 Unlawful harassment may involve conduct of a sexual nature (sexual harassment) or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

2.4 Harassment may include, for example:

2.4.1 Unwanted physical contact, including touching, pinching, pushing, grabbing, brushing past someone, invading their personal space, and more serious forms of physical or sexual assault;

2.4.2 Unwelcome sexual advances or suggestive behaviour, and suggestions that sexual favours may further a career or that a refusal may hinder it;

2.4.3 Continued suggestions for social activity after it has been made clear that such suggestions are unwelcome;

2.4.4 Sending or displaying material that is pornographic or that some people may find offensive;

2.4.5 Offensive or intimidating comments or gestures, or insensitive jokes or pranks;

2.4.6 Mocking, mimicking or belittling a person's disability;

2.4.7 Racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender;

2.4.8 Outing or threatening to out someone as gay or lesbian; or

2.4.9 Ignoring or shunning someone, for example, by deliberately excluding them from a conversation or a workplace social activity.

2.5 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 they create an offensive environment for him or her.

3 What is bullying?

3.1 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.

3.2 Bullying can take the form of physical, verbal and non-verbal conduct. It may include (for example):

- 3.2.1 Shouting at, being sarcastic towards, ridiculing or demeaning others;
- 3.2.2 Physical or psychological threats;
- 3.2.3 Overbearing and intimidating levels of supervision;
- 3.2.4 Inappropriate and/or derogatory remarks about someone's performance;
- 3.2.5 Abusive authority or power by those in positions of seniority; or
- 3.2.6 Deliberately excluding someone from meetings or communications without good reason).

3.3 Legitimate reasonable and constructive criticism of an individual's performance or behaviour or reasonable instructions given to individuals will not amount to bullying on their own.

4 Informal steps

4.1 If you are being bullied or harassed, you should initially consider raising the problem informally with the person responsible if you feel able to do so. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, please speak to your line manager, your Central Fund Ambassador, HR or a Trustee who can provide confidential advice and assistance in resolving the issue formally or informally.

4.2 If you are not certain whether an incident or a series of incidents amounts to bullying or harassment, you should initially contact your line manager, Central Fund Ambassador or the HR informally for confidential advice.

4.3 If informal steps have not been successful or are not possible or appropriate you should follow the formal procedure set out below.

5 Raising a formal complaint

5.1 If you wish to make a formal complaint about bullying or harassment, you should submit it in writing to your line manager or Central Fund Ambassador whose role is to achieve a solution wherever possible and to respect the confidentiality of all concerned. If the matter concerns that person, you should refer it to the Fund's HR or a Trustee.

5.2 Your written complaint should set out full details of the conduct in question, including the name of the harasser or bully, the nature of the harassment or bullying, the date and time at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

5.3 As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all staff and volunteers and may pursue the matter independently if in all the circumstances, we consider it appropriate to do so.

6 Formal investigation

6.1 We will investigate complaints in a timely and confidential manner. Individuals not involved in the complaint or the investigation should not be told about it. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint.

6.2 We will arrange a meeting with you, usually within one week of receiving a complaint, so that you can give your account of events. You have the right to be accompanied by a work colleague or a trade union representative of your choice, who must respect the

confidentiality of the investigation. You will be given a provisional timetable for the investigation. The investigator will arrange further meetings with you as appropriate throughout the investigation.

6.3 Where your complaint is about an employee, we may consider suspending them on full pay or making other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require. The investigator will also meet with the alleged harasser or bully to hear their account of events. They have a right to be told the details of the allegations against them, so they can respond.

6.4 Where your complaint is about someone other than an employee, such as a volunteer, contractor or beneficiary, we will consider what action may be appropriate to protect you and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. Where appropriate, we will attempt to discuss the matter with the third party and if necessary, prohibit any further contact and report any criminal acts to the police.

6.5 We will also seriously consider any request that you make for changes to your own working or volunteering arrangements during the investigation.

6.6 It may be necessary to interview witnesses to any of the incidents mentioned in your complaint. If so, the importance of confidentiality will be emphasised to them.

6.7 At the end of the investigation, the investigator will submit a report to the CEO or a Trustee nominated to consider the complaint. They will arrange a meeting with you, usually within a week of receiving the report, in order to discuss the outcome and what action, if any, should be taken. You have the right to bring a work colleague or a trade union representative to the meeting. A copy of the report and the findings will be given to you and to the alleged harasser.

7 Action following the investigation

7.1 If the CEO/Trustee considers that harassment or bullying has occurred, prompt action will be taken to address it.

7.2 Aggravating factors such as abuse of power over a more junior colleague will be taken into account in deciding what disciplinary action to take.

7.3 Where the harasser or bully is an employee or volunteer, the matter will be dealt with as a case of possible misconduct or gross misconduct under our disciplinary procedure.

7.4 Where the harasser or bully is a third party, appropriate action might include putting up signs setting out acceptable and unacceptable behaviour; speaking or writing to the person and/or their superior about their behaviour; or in very serious cases, banning them from the premises or terminating the contract with them.

7.5 Whether or not your complaint is upheld, we will consider how best to manage the ongoing working relationship between you and the alleged harasser or bully. It may be appropriate to arrange some form of mediation and/or counselling or to change the duties, working location or reporting lines of one or both parties.

Any staff member who deliberately provides false information or otherwise acts in bad faith as part of an investigation may be subject to action under our disciplinary procedure.

8 Appeals

8.1 If you are not satisfied with the outcome you may appeal in writing to the CEO or Board of Trustees stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.

8.2 We will hold an appeal meeting, normally within one week of receiving a written appeal. This will be dealt with impartially by a manager who has not previously been involved in the case (although they may ask anyone previously involved to be present). You may bring a work colleague or a trade union representative to the meeting.

8.3 We will confirm our final decision in writing, usually within one week of the appeal hearing.
This is the end of the procedure and there is no further appeal.

This policy and its effectiveness will be reviewed on an annual basis.