



# Anti-harassment & Bullying - Staff

CHARITY POLICY & PROCEDURE

Document Revised:	January 2023
Ratified by Trustees:	January 2023
Next Review Date:	January 2025

### Content

The following sections are included in this policy document:

#### Statement of Intent

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## Anti-harassment and Bullying

### Statement of Intent

Talbot House Children's Charity is committed to providing a working environment free from harassment and bullying and ensuring all employees 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 employees and also by third parties such as young people, suppliers, or visitors to our premises.

Talbot House Children's Charity Limited ("the Charity") expects all employees to work within the Charity's rules and procedures. All employees have a responsibility to conduct themselves in an appropriate and professional manner in accordance with the Charity's Code of Conduct and values and cooperate in the application of this procedure.

This policy applies to all employees, trustees, workers, agency workers, and self-employed contractors.

This policy and procedure do not form part of any employee's contract of employment, and it may be amended at any time. Talbot House Children's Charity may also vary this procedure, including any time limits, as appropriate in any case.

# Anti-harassment and Bullying

## 1. What is Harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct 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 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.

### 1.1 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 e-mails, 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.

## 2. What is Bullying?

Bullying is offensive, intimidating, and 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 or intimidation.

### 2.1 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 supervision;
- Inappropriate derogatory remarks about someone's performance.

Legitimate, reasonable, and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

## 3. If an Employee is being Harassed or Bullied

- If an employee is being harassed or bullied, they need to consider whether they feel able to raise the problem informally with the person responsible. The employee should explain clearly to the person that their behaviour is not welcome or makes the employee uncomfortable. If this is too difficult or embarrassing, the employee should speak to their line manager 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, the employee should raise the matter formally under our **Grievance Policy**.

## Anti-harassment and Bullying

- The Charity 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. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a “need to know” basis. The Charity will consider whether any steps are necessary to manage any ongoing relationship between the employee and the person accused during the investigation.
- Once the investigation is complete, the Charity will inform the employee of our decision. If we consider the employee has been harassed or bullied by an employee the matter will be dealt with under the **Disciplinary Policy** as a case of possible misconduct or gross misconduct.
- If the harasser or bully is a third party such as a student or visitor, the Charity will consider what action would be appropriate to deal with the problem. Whether or not their complaint is upheld, the Charity will consider how best to manage any ongoing working relationship between the employee and the person concerned.

#### 4. Protection and Support for those Involved

Employees 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 our **Disciplinary Policy**.

#### 5. Record-keeping

Information about a complaint by or about an employee may be placed on the employee’s file, along with a record of the outcome and of any notes or other documents compiled during the process.

#### 6. Review

This policy is non-contractual and is subject to review in line with changes to legislation. This policy may be subject to review prior to the date shown if deemed necessary. The HR Department will be responsible for reviewing this policy.

## Anti-harassment and Bullying



I have read, understood and acknowledge this Policy and will endeavour to follow the guidance outlined within.

Print name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

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Please complete full details above, once complete please return to the HR Department within 5 working days.

Please do not hesitate to contact me should you have any questions.

HR Department

Talbot House Children's Charity