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ANTI-HARASSMENT AND ANTI-BULLYING POLICY AND PROCEDURES



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1. ABOUT THIS POLICY

- 1.1 Good Vibrations is committed to providing a working environment free from harassment and bullying, and ensuring all staff, participants, contractors, volunteers and trustees are treated, and treat others, with dignity and respect.
- 1.2 This policy covers harassment or bullying that occurs at work and out of the workplace, such as on work-related events or social functions. It covers bullying and harassment by staff (which may include consultants, contractors, volunteers, trustees and agency workers) and by third parties such as clients and suppliers.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. However, staff, volunteers, trustees and contractors are required to provide confirmation that they have read the policy.

2. WHAT IS BULLYING AND HARASSMENT?

- 2.1 Bullying and harassment is behaviour that makes someone feel intimidated, offended, vulnerable, upset or humiliated. Harassment is unlawful under the Equality Act 2010. Harassment is when the unwanted behaviour is related to one of the following: age; sex; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; or sexual orientation.
- 2.2 Examples of bullying or harassing behaviour include:
 - (a) spreading malicious rumours
 - (b) unfair treatment
 - (c) picking on or regularly undermining someone
 - (d) unwanted physical conduct, sexual advances or suggestive language
 - (e) offensive e-mails, text messages or social media content
 - (f) mocking, mimicking, or belittling a person in any way
 - (g) making physical or psychological threats
 - (h) overbearing and intimidating levels of supervision
 - (i) inappropriate derogatory remarks or being unreasonably critical
 - (j) micro-aggressions (everyday, subtle, intentional or unintentional interactions, behaviours or environments that communicate hostile, derogatory, or negative attitudes towards historically stigmatised or culturally marginalised groups)
 - (k) excluding someone from group activities or conversations.
- 2.3 Bullying and harassment can happen face-to-face, by letter, by email or by phone. A single incident can amount to harassment. A person may be harassed even if they were not the intended "target", e.g. by racist jokes about a different ethnic group if the jokes create an offensive environment.
- 2.4 Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers during their employment, will not amount to bullying on their own.

3. IF YOU ARE BEING HARASSED OR BULLIED

- 3.1 If you are being harassed or bullied, consider whether you can sort out the problem informally first.
- 3.2 If you cannot, you should talk to your manager or the Executive Director who can provide confidential advice and assistance in resolving the issue formally or informally.
- 3.3 If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our *Grievance, disciplinary and capability policy*.
- 3.4 You can also call the Acas helpline for advice on 0300 123 1100, read their [leaflet on bullying and harassment](#), or contact your trade union representative if applicable.
- 3.5 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. 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. We will consider whether any steps are necessary to manage any ongoing contact and/or relationship between you and the person accused during the investigation.
- 3.6 Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by a Good Vibrations team member, 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 client, 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. Throughout the process support will be available to you until the matter is satisfactorily resolved.
- 3.7 Information about a complaint by or about a Good Vibrations team member will be placed on their confidential personnel file, along with a record of the outcome and of any notes or other documents compiled during the process.
- 3.8 If this does not work and you are still being harassed, you can take legal action at an employment tribunal. This [link](#) gives more information about when you can go to an employment tribunal.
- 3.9 Team members 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 *Grievance, disciplinary and capability policy*.

4. OTHER SITUATIONS

- 4.1 Often the victim of bullying or harassment doesn't speak up, but others might want to. If you witness a Good Vibrations team member being bullied or harassed by another Good Vibrations team member, at work or out of the workplace you should follow the steps detailed in section 3 above too. Reporting a case of bullying and harassment is mentioned in our *Grievance, disciplinary and capability policy* too.
- 4.2 It's often complex. People don't always behave well. If you feel you've crossed a line and are concerned that you may have bullied or harassed someone intentionally or unintentionally, speak to the person concerned to see if you can resolve it informally with them. If you cannot, talk to your manager or the Executive Director who will

provide confidential advice and assistance in resolving the issue formally or informally.

5. PUTTING THIS POLICY INTO PRACTICE

- 5.1 Good Vibrations' Executive Director will ensure this policy is reviewed once every two years to check it is robust, accurate and in line with legislation. The Board of Trustees will be asked to approve each iteration of the policy.
- 5.2 Staff, contractors, volunteers and trustees embarking on work or volunteering with Good Vibrations are required to read the organisation's full range of policies and procedures, giving confirmation that they have read and understood them and will abide by them.
- 5.3 Good Vibrations will provide regular opportunities for training and discussion about the practical implementations of this policy to take place with the team.