



# ANGEL COMMUNITY CANAL BOAT TRUST



<b>Policy:</b>	Anti-Bullying and Harassment Policy
<b>Effective Date:</b>	April 2022
<b>Related Policy:</b>	Equality, Diversity and Inclusion Policy Safeguarding Children and Young People Policy Safeguarding Adults at Risk Policy Disciplinary and Grievance Procedure
<b>Relevant Legislation:</b>	Equality Act 2010

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## 1. Purpose

ACCT is committed to creating and maintaining an environment which fosters mutual respect, integrity and professional conduct. We will not tolerate bullying or harassment in the workplace or of individuals using our services or by third parties.

The purpose of this policy is to ensure that all staff are treated and treat others with dignity and respect, free from harassment and bullying. In keeping with this commitment, this policy sets out our approach for dealing with alleged or suspected cases of bullying and harassment.

## 2. Policy Scope

Our Anti-Harassment and Bullying Policy applies to employees of ACCT, Management Committee members and volunteers and to all activities which take place whilst using our services on board Angel Boat.

This policy covers harassment or bullying by staff and also by third parties such as service users, suppliers or other members of the public.

Our staff, volunteers and Management Committee members must treat colleagues and others with dignity and respect, and should always consider whether their words or conduct could be offensive. Even unintentional harassment or bullying is unacceptable.

We recognise that people from one of the protected characteristics (see our *Equality, Diversity and Inclusion Policy*) may be more vulnerable to harassment and bullying, particularly children, young people and adults who are disabled, have learning difficulties, are gay, lesbian or transgender or are from an ethnic minority group. Our staff and volunteer are sensitive to this.

### 3. Definition of Bullying and Harassment

In Appendix A we detail the type of behaviours that constitute bullying and harassment and provide a brief overview below of what is meant by these terms.

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

**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. Bullying can take the form of physical, verbal and non-verbal conduct.

Bullying or harassment does not include:

- Legitimate, reasonable and constructive criticism of an employee's performance or behaviour, or reasonable instructions given in the course of their employment,
- Social interactions, jokes and bantering, which are mutually acceptable, provided the interactions are respectful and there is no negative impact for others; and
- Disagreements, misunderstandings, miscommunication and/or conflict situations, provided the behavior of the individuals involved is professional and respectful.

## 4. Policy Implementation

### 4.1 Responsibilities

Our Management Committee is responsible for ensuring that this policy is implemented effectively, monitored and reviewed periodically.

All staff, volunteers and Management Committee members should ensure they understand what types of behaviour are unacceptable under this policy (see 3. *Definition of Bullying and Harassment* and Appendix A for details).

### 4.4 Handling Alleged Breaches

We will take all allegations or suspicions of harassment or bullying seriously and will investigate and address them promptly.

Should an employee or volunteer wish to make a complaint under our policy, they should contact the Chair or Secretary of ACCT as soon as possible.

Where an employee:

- Considers they have been subjected to a breach he/she may raise the issue under our Disciplinary and Grievance Policy.

- Is the subject of an allegation or suspected breach, the matter will also be dealt with under our Disciplinary and/or Grievance Policy, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Where an employee or volunteer makes a complaint about someone other than an employee, such as a service user, supplier or contractor, we will consider what action may be appropriate, including endeavouring to discuss the matter with the third party concerned.

Where allegations of harassment or bullying are reported to – or are suspected by - our staff or volunteers by service users and concern other people in the user group whilst using our service, we will deal with these as set out in our Safeguarding Children and Young People Policy and Safeguarding Adults at Risk Policy.

Anyone raising a concern about a matter covered by this policy, who does so in good faith, will have our full support and co-operation in investigating and dealing with the matter.

Everyone involved in applying this policy, whether making a complaint or involved in any investigation, is responsible for observing confidentiality. 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.

## 5. Useful Contacts

Below are provide details of some support services for people seeking advice and help on issues relating to harassment, bullying and safeguarding.

Organisation	Audience	Contact
NSPCC	Adults concerned about a child	0808 800 5000
NSPCC	Help for children and young people	0800 1111 www.childline.org.uk
Kidscape	Advice for children, young people, parents and careers	0207 730 3300 info@kidscape.org.uk

## 6. Policy Review

We will review this policy and procedure every year and update it as appropriate.

Date policy approved by ACCT Management Committee:

Signed:

Date:

## **Appendix A: Harassment and Bullying - Examples**

### **Harassment**

Harassment is 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.

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 the victim's gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Harassment is unacceptable even if it does not fall within any of these categories. It may include, for example:

- Unwanted physical conduct or "horseplay", including touching, pinching, pushing, grabbing, brushing past someone, invading their personal space, and more serious forms of physical or sexual assault;
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless), and suggestions that sexual favours may further a career or that a refusal may hinder it;
- Continued suggestions for social activity after it has been made clear that such suggestions are unwelcome;
- Sending or displaying material that is pornographic or that some people may find offensive (including e-mails, text messages, video clips and images sent by mobile phone or posted on the internet);
- Offensive or intimidating comments or gestures, or insensitive jokes or pranks;
- Mocking, mimicking or belittling a person's disability;
- Racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender;
- Outing or threatening to out someone as gay or lesbian; or
- Ignoring or shunning someone, for example, by deliberately excluding them from a conversation or a workplace social activity.

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.

### **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 or intimidation.

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

- Shouting at, being sarcastic towards, ridiculing or demeaning others; • unjustified persistent criticism;
- Belittling someone's opinion;
- Physical or psychological threats;
- Overbearing and intimidating levels of supervision;
- Inappropriate and/or derogatory remarks about someone's performance;
- Abuse of authority or power by those in positions of seniority; or
- Deliberately excluding someone from meetings or communications without good reason.

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

## Appendix B: Policy Compliance for ACCT Staff, Trustees and Volunteers

Any Trustee, employee, volunteer or other person working with ACCT in any capacity is required to read and understand ACCT's *Anti-Bullying and Harassment Policy* and sign that they have done so. We will use this form to ensure compliance.

<b>Name:</b>	
<b>Role with ACCT:</b>	

I confirm that I have read and understood ACCT's *Anti-Bullying and Harassment Policy* and agree to comply with all aspects of it.

<b>Signed:</b>	
<b>Date:</b>	<b>Name (Capitals):</b>