

2 Bullying and Harassment Policy

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Review	This policy will be reviewed periodically.

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2 This policy applies to all Board members, employees and casual workers henceforth referred to as the Staff of Sadeh.

1. POLICY STATEMENT

The policy details what is construed as harassment and bullying, and what procedures should be followed if Staff feel they have been subject to such treatment.

2. PURPOSE AND SCOPE

This document sets out the harassment at work policy for Sadeh. The policy covers all Staff and is designed to help ensure all Staff remain free from harassment or bullying within the workplace.

3. STAFF RIGHTS

The Protection from Harassment Act 1997 makes a course of conduct amounting to harassment both a civil and a criminal offence. Harassment is also covered under the 2010 Equality Act and other relevant legislation.

4. WHAT IS HARASSMENT?

4.1.1 Harassment can be directed at one person or a group of people. It is unwanted behaviour of any kind, from verbal comments to violence that has the purpose or effect of violating dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

4.1.2 It may be related to sex, race, disability, age, religion, nationality, membership of a trade union, or any personal characteristic. It may be one incident, or a series of incidents. The key to determining whether harassment has occurred is not whether the perpetrator intended to offend or upset, but whether the behaviour by normal standards is unacceptable.

4.1.3 Some forms of harassment may also be covered under discrimination laws such as sex, sexual orientation, race, disability, gender reassignment, age and religion or belief which also includes associative and perceptive discrimination and harassment (except pregnancy/maternity and marriage/civil partnerships) whereby someone is treated differently due to their association with another person with a protected characteristic – this includes mistaken perception.

4.1.4 Sadeh will not tolerate harassment.

5. WHAT IS BULLYING?

5.1.1 Bullying at work is behaviour that is:

- threatening, aggressive or intimidating
- abusive, insulting or offensive
- cruel or vindictive, or

- humiliating, degrading or demeaning.

5.1.2 Bullying will inevitably erode the victim's confidence and self-esteem. It normally relates to negative behaviours that are repeated and persistent, and deliberately targeted at a particular individual.

Examples can include, but are not limited to, the following:

- verbal or physical threats and intimidation
- changing work targets of a competent employee to bring about failure
- persistent negative comments
- offensive and abusive personal remarks
- ostracism
- making false allegations.

5.1.3 Sadeh will not tolerate bullying.

5.1.4 Bullying and harassment are not necessarily face-to-face, they can be written communications, such as email, or over the telephone.

5.1.5 Providing constructive and fair criticism of performance or behaviour, in a dignified and respectful manner, is not bullying or harassment.

6. **RESPONSIBILITY OF EMPLOYERS**

Sadeh is committed to providing a working environment that is free from any form of harassment and bullying. Sadeh will provide training where necessary, ensure the policy is available to all staff and deal with instances quickly and appropriately.

7. **WHAT TO DO IF YOU THINK YOU ARE BEING HARASSED OR BULLIED?**

7.1 As such issues are often very sensitive, it is appropriate to have both an informal and a formal mechanism in order to address them.

7.1.1 Informal procedures

- It is entirely in order for a recipient of unwanted conduct amounting to harassment to try to resolve the problem if he/she so prefers, by explaining to the individual concerned that the behaviour is not welcome, that it offends or makes the recipient uncomfortable and that it interferes with their work.
- Anyone who has been subjected to harassing or bullying behaviour may seek confidential assistance from their line manager in the first instance.
- An informal approach to a line manager will be treated as completely confidential and will not result in a report to anyone within Sadeh unless you agree.

- If you prefer, where you find it too difficult or embarrassing to take up the matter yourself, the line manager or equivalent will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.
- The informal stage will not result in any formal internal investigation or disciplinary action but is intended to enable you to resolve the matter without it going any further in Sadeh. If you are involved in an informal discussion such as this, you should note the date and details of the discussion, as this information may be required if a formal allegation is made at a later date.

7.1.2 Formal procedures

- Where an informal resolution is not appropriate, is not requested or where the outcome has been unsatisfactory, then you may bring a formal complaint to your line manager as detailed in the grievance policy.
- Where a complaint has been upheld, consideration will be given, wherever possible, to permitting the complainant to choose whether they wish to remain in their current post or to transfer (If possible). Sadeh will seek to ensure that the complainant is not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped. In appropriate cases, a complainant may be given additional leave at the discretion of the complainant's line manager or other assistance to enable him or her to recover from the effects of harassment.
- Even where a complaint is not upheld, for example where the evidence is inconclusive, consideration will be given to making arrangements which will enable the parties not to continue to work together against the wishes of either party.
- Any complaint that is unfounded and not made in good faith, for example, a malicious complaint, will be treated as a disciplinary offence.
- Details of all formal complaints will be monitored. These will be periodically reviewed by the Board with a view to ensuring that every effective step has been taken to prevent harassment at work and to monitor the effectiveness of the complaints procedure.

Sadeh reserves the right to amend this policy as required.