



The Friends of All Saints’ Church, Shillington
 Registered Charity Number 1060329

Bullying and Harassment Policy and Procedures

Contents

Bullying and Harassment Policy and Procedures.....	1
Introduction	2
What are Bullying and Harassment?.....	2
Policy	2
Procedures.....	3
Links to other policies	3
Policy review.....	3

Introduction

Bullying and harassment of any kind are in no-one's interest and will not be tolerated in the work of the Friends of All Saints' Church, Shillington (The Friends). This policy applies to all Trustees, members and volunteers.

Under the Charity Commission's serious incident reporting arrangements, charities should report the most serious actual or alleged incidents of bullying or harassment promptly for the regulator to assess. Volunteers can also make reports to the Commission.

For reporting procedures, please see the Friends Serious Incident Reporting Policy.

What are Bullying and Harassment?

Harassment, in general terms is unwanted conduct affecting the dignity of others, where actions or comments are viewed as demeaning and unacceptable to the recipient.

It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. It may be face to face or in written communications, electronic (e)mail, phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

For further guidance see: www.gov.uk/workplace-bullying-and-harassment

Examples of bullying/harassing behaviour include:

- ✓ spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of race, sex, age, disability, sexual orientation and religion or belief);
- ✓ copying information that is critical about someone to others who do not need to know;
- ✓ ridiculing or demeaning someone - picking on them or setting them up to fail;
- ✓ exclusion or victimisation;
- ✓ unfair treatment;
- ✓ overbearing supervision or other misuse of power or position;
- ✓ unwelcome sexual advances - touching, standing too close, the display of offensive materials;
- ✓ deliberately undermining a colleague by overloading and constant criticism;

Legitimate, constructive and fair criticism of a colleague's performance or behaviour is not bullying. An occasional raised voice or argument is not bullying.

Policy

Everyone will be treated with dignity and respect within the Friends. Bullying and harassment may result in the person(s) involved being asked to take no further part in the work of the Friends.

Members and volunteers with serious concerns about bullying or harassment are encouraged to come forward and voice those concerns, without fear of reprisal.

Procedures

Any member or volunteer of the Friends who believes that bullying or harassment is taking place, should in the first instance raise the issue within the Friends' committee.

If the situation cannot be resolved within the Committee, a formal investigation may be requested of the Trustees. This should be addressed in writing to the Chair of the Friends or, if that person is implicated in the case, to any other Trustee. This person, with at least one other Trustee present, will meet with the complainant to decide whether a Sub-committee should be formed to investigate, or whether there could be an alternative way forward.

If it is agreed that a Sub-committee should be formed, it will comprise at least three members of the Friends' Committee. The Sub-committee will investigate the complaint by interviewing relevant parties.

The Sub-committee will keep minutes and evidence and provide a written report of its findings with recommendations. The full committee will meet to consider the recommendations and decide on the action to be taken. Should any member(s) of the committee be implicated in the complaint, they will not be invited to attend the meeting.

Should the complainant feel that the matter has been unsatisfactorily dealt with, and if the situation meets the relevant criteria, the concern could be raised with the Charity Commission: <https://forms.charitycommission.gov.uk/raising-concerns/>

Links to other policies

This policy is linked to the Friends' Safeguarding, Serious Incident Reporting, Political campaigns and Activity and Social Media policies.

Policy review

This Policy was agreed by the Committee of the Friends on 18 September 2024. It will be reviewed if any matters come to light requiring a change and/or triennially.

Date of review	Note of charges	Signed by the Chair
18.09.2024	First iteration	
30.09.2027		
20.09.2030		