

**Anti-Harassment & Bullying**

We have a duty to provide our staff with a safe place and system of work. This includes a workplace free from harassment and bullying which may, in certain circumstances, also amount to unlawful discrimination.

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose of effect of violating the recipient’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Bullying is offensive, intimidating, malicious or insulting behaviour which, through the abuse or misuse of power, makes the recipient feel vulnerable, upset, humiliated and threatened. Power includes both personal strength and the power to coerce others through fear or intimidation. As with harassment, bullying can take the form of physical, verbal and non-verbal conduct.

If you consider that you are being bullied or harassed, you should initially attempt to resolve the problem informally with the person responsible if you feel able and explain clearly to them that their behaviour is not welcome or makes you feel uncomfortable. If this is too difficult or embarrassing to do on your own, you should seek support from your manager. Managers will provide confidential advice and assistance to those who believe they have been bullied or harassed.

The informal procedure may not be appropriate due to the nature of the harassment or bullying or because you do not feel able to talk directly to the person creating the problem. In these cases, or where informal procedure has been unsuccessful, you should raise your complaint in writing with your manager. If the matter concerns that person, you should refer it to a more senior manager.

Your written complaint should set out full details of the conduct in question, including the name of the harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it.

Complaints will be investigated in a timely and confidential manner to establish full details of what happened. If the complaint has not been resolved to your satisfaction you may appeal in writing, stating your full grounds of appeal, following which we will hold a hearing and communicate the outcome.

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Richard Turner

Director