

<b>Brighton Permaculture Trust (BPT)</b>	
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	<b>Issue no: 1</b>
	<b>Policy issued: August 2017</b>
	<b>Policy review: August 2019</b>

## PREVENTION OF BULLYING AND HARASSMENT

### Statement of Policy

1. BPT is committed to encouraging and maintaining good relations within a working and learning environment. Everyone has a responsibility to not use words or deeds that may harm the wellbeing of others and has the right to be treated with consideration, fairness, dignity and respect.
2. BPT's policy applies to all staff (employees and contractors) working within the organisation and to trustees, volunteers and course participants. The policy, in addition, covers the behaviour of staff outside working hours which may impact upon working relationships.
3. BPT has a "zero tolerance" policy and will investigate all allegations of bullying or harassment.

### **Key Principles**

4. BPT will provide a safe working environment in which everyone is treated fairly and with respect. Course participants and those working for and with BPT must not encounter harassment or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic.

5. Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention.
6. Harassment may be defined as any conduct which is :-
  - unwanted by the recipient
  - is considered objectionable
  - causes humiliation, offence, distress or other detrimental effect.
7. Harassment may be an isolated occurrence or repetitive. Harassment may be, but is not limited to:
  - Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
  - Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
  - Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation.
8. Bullying is unlikely to be an isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to:
  - Conduct which is intimidating, physically abusive or threatening
  - Conduct that denigrates, ridicules or humiliates an individual, especially in front of others
  - Humiliating an individual in front of others
  - Picking on one person when there is a common problem
  - Shouting at an individual to get things done
  - Consistently undermining someone and their ability to do a task
  - Setting unrealistic targets or excessive workloads
  - “cyber bullying” i.e. bullying via e-mail.
  - Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines.

***Harassment and Bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the***

***impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.***

9. Anybody who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with their project manager. Should the issues not be resolved at this stage or the individual feels unable to raise the issue informally, then a formal resolution should be sought.
10. When a complaint of Harassment or Bullying is brought to the attention of BPT, whether informally or formally, prompt action must be taken to investigate the matter. Corrective action must be taken where appropriate and this may require an investigation under BPT's Disciplinary Policy and Procedure.
11. If it is considered that somebody should be moved from their current workplace while an investigation takes place, then as a matter of principle BPT will normally remove the alleged perpetrator rather than the complainant.
12. All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. Any such breach of confidentiality may render those responsible liable to disciplinary actions. However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.
13. Nobody will be victimised or suffer detriment for making a complaint of harassment or bullying.
14. All complaints of harassment or bullying must be notified by the recipient of the complaint to the CEO (Bryn Thomas).

## **PROCEDURE**

### **1. Informal Resolution**

- 1.1 Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.

- 1.2 Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded.
- 1.3 An individual who is made aware that their behaviour is unacceptable should:-
- Listen carefully to the complaints and the particular concerns raised;
  - Respect the other person's point of view;
  - Acknowledge that it is the other person's reaction/perception to their behaviour that is important;
  - Agree the aspects of behaviour that will change;
  - Review their general conduct/behaviour at work.

## 2. *Formal Resolution*

- 2.1 If the alleged harassment continues and the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent use of the informal procedure, a complaint should then be raised formally with their project manager but if the complainant feels unable to raise the matter with their project manager, they should submit the complaint in writing to the CEO.
- 2.3 If the allegations are against an employee, BPT's disciplinary procedure will be followed. If the allegations are against a contractor, a volunteer, a course participant or a trustee, a full investigation will be carried out and if it is concluded that the allegations are well founded, BPT reserves the right to no longer work with the contractor, trustee or volunteer concerned or to exclude a course participant from continuing on the course. In some circumstances, BPT may redeploy the harasser, either on a temporary or a permanent basis or possibly make arrangements for both parties to work as separately as possible within the same project or workplace. Appeals by a complainant about the outcome of any inquiry or action that has been taken will be dealt with in accordance with the appeal process in BPT's Grievance Procedure.

20/8/17