

# BULLYING AND HARASSMENT

## Policy

FEMS aims ensure everyone is treated with dignity and respect and bullying and harassment of any kind is not tolerated in the workplace; including bullying or harassment of staff by visitors to FEMS. This policy applies to staff on and off the premises, Trustees, Members, volunteers, including those working away from the business office. Bullying and harassment will be treated as disciplinary offences.

## What is Bullying and Harassment?

**Harassment**, in general terms any conduct, actions or comments 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, 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.

For further guidance see:

[www.gov.uk/workplace-bullying-and-harassment](http://www.gov.uk/workplace-bullying-and-harassment)

[www.acas.org.uk/media/pdf/l/r/Bullying and harassment employer 2010-accessible-version-July-2011.pdf](http://www.acas.org.uk/media/pdf/l/r/Bullying_and_harassment_employer_2010-accessible-version-July-2011.pdf)

Legitimate, constructive and fair criticism of an employee's performance or behaviour at work is not bullying.

## Procedures

Complaints of bullying and/or harassment, or information from staff relating to such complaints, will be dealt with fairly, confidentially and sensitively using the general format set out in FEMS' Code of Conduct. Bullying or harassment will not be treated as a standard grievance; it is a serious issue and will be treated as such. Where complaints of bullying or harassment involve your line manager approaches should be made to the Managing Director, President or another appropriate manager.

# BUILDING COMMUNITIES

## Investigation

Complaints will be taken seriously and investigated promptly and objectively. All complaints will be treated confidentially and if suspected breaches of the Code of Conduct come to the attention of the Chief Executive or President he/she will coordinate the next steps to be carried out. Should it prove necessary to initiate further investigations, the chief executive or the President will be responsible for the next steps.

If the suspicion cannot be confirmed, no information as to the suspicion or person(s) involved will be released. The follow up and/or names of the person(s) involved will only be disclosed to the extent legally required. To the extent possible, an anonymous report on any follow up will be provided to the person who reported the complaint.

## Counselling

Counselling or mediation may be used where appropriate, particularly where investigation shows no cause for disciplinary action, or where doubt is cast on the validity of the complaint. Counselling may be used to resolve the issue or help support the person accused as well as the complainant.

**Date of endorsement** \_22 November 2018\_\_\_\_\_

**Date last reviewed** \_N/A\_\_\_\_\_

**Signature**  \_\_\_\_\_ **Position** \_FEMS President\_\_\_\_\_