

# Bullying And Harassment Policy

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## Purpose

The purpose of this policy is to protect anyone who is involved with our charity from harassment and bullying and to ensure that we respond promptly, proportionately and sensitively to any concerns raised and, insofar as possible, treat these confidentially.

## Applicability

This policy applies to anyone volunteering for our charity, including our trustees and other volunteers. It is to be brought to their attention on joining the charity and made readily available to anyone who may wish to read it.

We expect partner organisations to have the same robust approach in tackling harassment and bullying. We will not accept anyone being harassed or bullied by a partner, beneficiary or member of the public and will take appropriate action in such circumstances.

## Bullying And Harassment

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include:

- Spreading malicious rumours.
- Unfair treatment.
- Picking on or regularly undermining someone.
- Denying someone's training or participation opportunities.

This list is not exhaustive and bullying and harassment could take place in other ways. Bullying and harassment can happen face-to-face or by letter, email, social media or phone.

Behaviour that one individual may consider to be acceptable, another may not, so it is important that everyone is respectful of and sensitive to the needs and views of others. However, bullying does not include appropriate criticism of someone's behaviour or constructive advice and instruction relating to their role within the charity.

## The Law

Bullying itself is not against the law, but harassment is. This is when the unwanted behaviour is related to one of the following: age, sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

## Trustee Responsibilities

The trustees recognise that:

- There is no place for bullying and harassment within this charity.
- They have a responsibility to lead the charity and create a culture of openness and respect in which harassment and bullying will not be tolerated, and individuals feel confident in reporting any concerns.
- They have a central role to play to ensure the charity has clear policies, and.
- Allegations are handled promptly, sensitively, appropriately and in line with the law and with the charities policies.
- They are responsible for ensuring they have processes in place to hear and address any concerns.

## Reporting Concerns

Anyone concerned about bullying or harassment are encouraged to take their concerns directly to a Trustee. Trustees will ensure that the concern is recorded and that action is taken in line with the Conflict Resolution Policy and, if appropriate, the Serious Misconduct Policy or Safeguarding Policy.

Concerns raised anonymously will be recorded and any facts available looked into. However, in doing so Trustees will be mindful that anonymous complaints can sometimes be malicious. Everyone involved in our charity, even incidentally, has a right to complain and we will hold anyone accountable but, equally, individuals have a right to be protected from unsubstantiated and, potentially, malicious allegations. Consequently, anyone wishing to raise a concern is strongly encouraged to provide their contact details. This will also allow us to advise them of the outcome.

Initial concerns of bullying will be dealt with in line with our Conflict Resolution Policy. If initial enquires indicate it appropriate the concern will be escalated and will be dealt with under the Serious Misconduct Policy. Serious incidents of bullying or harassment will be promptly reported to the Charity Commission using the serious incident reporting arrangements. Volunteers can also make reports directly to the Charity Commission.

## Statutory Guidance

[Gov.UK – Workplace Bullying & Harassment.](#)  
[Charity Commission: Serious Incident Reporting.](#)

Charity Commission: Report Serious Wrongdoing at A Charity as A Volunteer or Worker.

CC: Infographic; 10 actions trustees need to take.

CC: Safeguarding and Protecting People for Charities and Trustees.

## **Review**

This policy will be subject to bi-annual review.

Policy adopted on 11<sup>th</sup> December 2025