



## **Epic Partners Anti-Harassment and Bullying Policy**

### **General principles:**

Epic Partners is committed to maintaining a working, learning and social environment in which the rights and dignity of all members of the community are respected. This includes staff, volunteers, and service users.

We expect all members of the Epic Partners community to treat each other with respect, courtesy and consideration. All members have the right to expect professional behaviour from others and a corresponding responsibility to behave professionally towards others.

Harassment is a serious offence which is subject to Epic Partners disciplinary procedures. Where necessary, complaints of harassment, bullying or other inappropriate behaviour will be investigated in line with the relevant procedures. Allegations of harassment or bullying which arise within the organisation's environment will normally be dealt with under the relevant procedure.

All members of the Epic Partners community have a personal responsibility for complying with this code. People in positions of authority, such as Directors, who have particular responsibilities under this policy, are expected to set a good personal example, to have regard to the principles of the policy and to familiarise themselves with the procedures.

This policy may be found on the Epic Partners website.

This policy will be subject to regular review by the Board of Trustees.

### **Definition of harassment (including bullying):**

#### **Harassment**

A person subjects another to harassment where s/he engages in unwanted and unwarranted conduct which has the purpose or effect of: (a) violating that other's dignity, or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Harassment on grounds of sex (including gender re-assignment), race, religion or belief, disability, sexual orientation or age may amount to unlawful discrimination

Harassment may breach other legislation and may in some circumstances be a criminal offence, e.g. under the provisions of the Protection from Harassment Act 1997.

Reasonable and proper management instructions, or reasonable and proper review of a member of staff's or a volunteer's work and/or performance will not constitute harassment or bullying.

Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

## **Bullying**

Bullying is a form of harassment. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

## **Behaviour**

Examples of behaviour which may amount to harassment and bullying include (but are not limited to) the following:

- offensive comments or body language
- verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments
- humiliating, intimidating, and/or demeaning criticism
- open hostility
- deliberately undermining a competent person by overloading with work and constant criticism
- isolation from normal work or study place, conversations, or social events
- publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials
- unwanted physical contact, ranging from an invasion of space to a serious assault.

Many of these examples of behaviour may occur through the use of the Internet, email, social networking sites, or telephone.

All of the above examples may amount to bullying, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person.

Being under the influence of alcohol, illegal drugs or otherwise intoxicated is not an excuse for harassment and may be regarded as an aggravating feature.

## **Intention or motives**

The intention or motives of the person whose behaviour is the subject of a complaint are not conclusive in deciding if behaviour amounts to harassment or bullying.

## **Victimisation**

Harassment and bullying may occur not only on grounds of characteristics or perceived characteristics of the recipient of the behaviour but also on grounds of the characteristics or perceived characteristics of a person associated with him or her.

Victimisation occurs where a person is subjected to detrimental treatment because s/he has, in good faith, made an allegation of harassment, or has indicated an intention to make such an allegation, or has assisted or supported another person in bringing forward such an allegation, or participated in an investigation of a complaint, or participated in any disciplinary hearing arising from an investigation.

We seek to protect any member of the Epic Partners community from victimisation arising as a result of bringing a complaint or assisting in an investigation where they act in good faith. Victimisation is a form of misconduct which may itself result in a disciplinary process.

### **Malicious or vexatious complaints**

This phrase means the complainant knew or could reasonably have been expected to know that the complaint was unfounded.

If a complaint is judged to be vexatious or malicious, disciplinary action may be taken against the complainant; however, such action will not be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

### **Confidentiality**

All information concerning allegations of harassment must be treated in the strictest confidence and breaches of confidentiality may give rise to disciplinary action. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process.

This policy is reviewed and updated every three years, or more often in the light of changes to legislation.