

Bullying and Harassment Policy

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PURPOSE

All employees of ELATT have the right to work in an atmosphere free of bullying and harassment, and to be treated with dignity and respect. ELATT agrees to take appropriate steps to promote such a workplace, creating a climate in which individuals respect each other's human integrity.

This procedure sets out ELATT's position, definitions and the actions to be taken in the event of any bullying or harassment occurring within the workplace. Violations under the Equality Act 2010 will be treated as a disciplinary offence.

POLICY

Should an employee feel they are subject to harassment or bullying at work then they should bring the matter to the attention of their supervisor or another senior member of staff immediately.

The employee bringing the complaint will be dealt with sympathetically and the incidents will be thoroughly investigated to establish the truth. If the allegations are found to be true, the employee/s responsible will have disciplinary action taken against them. This might result in dismissal if their behaviour is serious enough to constitute gross misconduct.

DEFINITIONS

Bullying is an expression of power designed to intimidate staff who are often but not exclusively, junior to the bully.

Harassment occurs when a person (male or female, regardless of age, racial origin or sexual orientation) is subject to any form of unwanted verbal, non-verbal or physical conduct, that occurs with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment, which is unsolicited by, and is offensive to the recipient.

Harassment is unlawful under the Equality Act 2010 when unwanted behaviour is related to age, sex, disability, gender (including gender reassignment), marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.

Examples of harassment are bullying, banter and abuse, applying nicknames, name calling, religious or homophobic jokes.

This policy is non-contractual and may change from time to time.

Sexual Harassment means any form of unwanted verbal, non-verbal or physical conduct of a sexual nature. Examples of this include physical or intimidatory abuse based upon an individual's gender; unwanted and repeated physical contact; coercing sexual intercourse; unwanted sexual advances, propositions or pressure for sexual activity; remarks, innuendo or comments that are viewed as offensive or lewd; displaying obscene or pornographic material that causes offence; sexually suggestive gestures.

RESPONSIBILITIES

Managers are responsible for eliminating any bullying and harassment or complaints of intimidation of which they are aware. Failure to do so will be considered a failure to fulfil one of the responsibilities of the position. In particular they will:

take prompt action to stop bullying and harassment as soon as it is identified, which in some cases will mean pointing out to the employee that their behaviour is unacceptable. In some cases Managers will be able to effectively put a stop to the behaviour without the need for further action;

- Ensure that offensive or potentially offensive material is not displayed in the workplace or sent to employees;
- Make it clear to staff that this kind of behaviour is not acceptable and where appropriate will be treated as a disciplinary matter;
- investigate all complaints made by any member of staff against another or others;
- Not threaten or insinuate, either explicitly or implicitly, that an employee's rejection of sexual advances will be used as a basis for an employment decision affecting that employee. Such conduct will be treated as gross misconduct and the relevant disciplinary penalties will apply.

COMPLAINTS' PROCEDURE

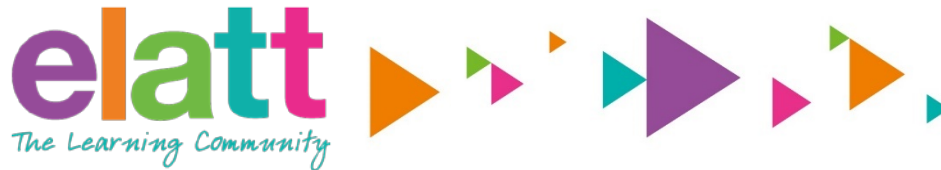
Any individual who feels they are being bullied or harassed has the right to initiate a complaint under this procedure.

The aim of this complaint procedure is to:

- Ensure the fair and prompt resolution of complaints;
- Protect complainant's confidentiality;
- Guard against the victimisation of the complainant;
- Enforce penalties against the perpetrators where necessary.

The fundamental aim of this procedure is to stop the offensive conduct from occurring.

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An employee who believes that he or she has been or is being the subject of bullying and harassment should, in the first instance, ask the person responsible, wherever and whenever possible, to stop the unwanted behaviour as it is unacceptable to them. Speaking to the person responsible at an early stage will often be sufficient to stop the offensive behaviour, without the need to involve third parties.

If the bullying or harassment continues the employee should take their complaint through ELATT's Grievance Procedure, which can be found in ELATT's Policy, Rules and Procedures Handbook, of which you have a copy. No individual will be penalised in any way for raising such a grievance, unless it is untrue and made in bad faith. In such cases ELATT's Disciplinary Procedure may be invoked.

All complaints will be handled in a timely and confidential manner. Employees shall be guaranteed a fair and impartial hearing and the matter will be thoroughly investigated.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and prevent its recurrence will be taken. In such cases, if relocation proves necessary, every effort will be made to relocate the perpetrator not the victim.

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