



Bullying and Harassment Policy

Who is covered by this policy?

Any staff member who feels they are being bullied and/or harassed in the workplace or in work-related situations. This includes employees, workers, agency workers, volunteers and contractors in every area of Anti-Tribalism Movement (including any that are overseas).

What is covered by this policy?

This policy outlines what is meant by bullying and harassment, including examples, and what to do if you feel you are being bullied or harassed in the workplace.

Purpose

Anti-Tribalism Movement believes that everyone should be treated with dignity and respect at work. It will not tolerate any kind of bullying and harassment in the workplace. The purpose of this policy is to ensure that all Anti-Tribalism Movement's staff understand what constitutes bullying and harassment and know how to deal with it.

Besides the workplace, this policy also applies to behaviours arising in the following circumstances:

- a situation occurring outside the regular workplace or usual working hours but that is related to work (for example, a working lunch or a work social event with colleagues' present);
- a situation away from the workplace that includes any action or behaviours that constitute bullying and harassment against a colleague including via social media.

Definitions of bullying and harassment

Often people use the terms bullying and harassment without understanding exactly what they mean or the seriousness of these types of allegations.

According to the Equality Act 2010, **harassment** is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, marriage and civil partnership, pregnancy and maternity, and sexual orientation.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises **bullying** as 'offensive, intimidating, malicious or insulting' unwanted behaviour or 'an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone'.

Bullying and harassment may be between any two individuals regardless of their seniority or level of authority or it may involve groups of people. It may be obvious, or it may be insidious. Whatever form it takes, it is unwarranted and unacceptable to the individual.

Examples of bullying and harassment may include:

- unwanted or threatening physical contact or sexual behaviour.
- spreading malicious rumours or insulting someone by word or behaviour (including, but not restricted to, racial, sexual or disability grounds);
- copying material that may be critical of someone and distributing it to others who do not need to know.
- ridiculing or demeaning someone – picking on them or setting them up to fail.
- exclusion or victimisation.
- preventing an individual's progress by intentionally blocking promotion or training opportunities.
- deliberately undermining a competent worker by constant criticism and overloading with work.

- unfair treatment (such as withholding privileges granted to other staff or failing to include someone in meetings, consultations, plans, etc. without a good cause).

Bullying and harassment are not necessarily face to face. They may also occur in written communications, via email, on the phone and through automatic supervision methods, such as computer recording of downtime from work or the number of calls handled, if these are not applied to all workers.

Bullying and harassment can also manifest as a result of members of staff being deliberately excluded from social media groups, such as WhatsApp or Messenger, that are either work focused or where the individuals who belong to the group are all members of Anti-Tribalism Movement and there is no good reason for an individual's exclusion. It may also happen where individuals are discussed in a social media group in a negative or derogatory manner.

Even one-off incidences of bullying and harassment are serious and unacceptable and will be dealt with appropriately according to Anti-Tribalism Movement's Disciplinary and Dismissal Procedure.

What bullying is not?

Appropriate constructive feedback about performance, conduct or attitude at work, such as through appraisals or in one-to-ones, will not normally be considered to be bullying unless the language used is derogatory or discriminatory.

What should you do if you feel bullied and/or harassed?

If you believe you are being bullied and/or harassed, you should take action promptly.

In the first instance, if you feel confident enough, raise the issue with the person who you feel is behaving unacceptably and give them the opportunity to learn and apologise.

However, Anti-Tribalism Movement understands that this is not always possible or the individual whom you have challenged may not be listening or taking your concern seriously. In that case, the following procedure should be followed:

1. If the person who you feel is behaving inappropriately towards you is a colleague or other manager, the first person you should speak to is your line manager to express your concerns.

2. If the person you have a complaint against is your line manager, then you will need to talk to your senior manager.
3. From that point, Anti-Tribalism Movement's Grievance Procedure will apply and will be used to handle the complaint. After investigating the complaint, Anti-Tribalism Movement will decide an appropriate course of action based on the evidence.
4. If the complaint is upheld, Anti-Tribalism Movement will normally invoke the Disciplinary and Dismissal Procedure. In addition, Anti-Tribalism Movement will consider suggestions for different or additional reparation from you. For example, you may prefer for the individual you've complained against to go on training or receive coaching in how to improve behaviour.
5. Malign and malicious accusations of bullying and harassment will be subject to the Disciplinary and Dismissal Procedure.

Legal action

Anti-Tribalism Movement will take all possible steps to resolve the problem of bullying and harassment. If, despite all its efforts, you are dissatisfied with the outcome, you may take independent advice on your legal rights.

If you leave Anti-Tribalism Movement and make a claim to an employment tribunal, the tribunal will expect you to have tried to resolve the problem with Anti-Tribalism Movement, and any records you have kept will be considered when it hears your claim.

Anti-Tribalism Movement encourages you to use other ways available in the organisation to resolve the situation because it doesn't want to lose good people.

Where to get help

Anti-Tribalism Movement strongly advises that you first bring the problem to the attention of your line manager. If your complaint is against your line manager, you should go to your senior manager (the HR Manager may also be approached in this situation). Additional advice can be obtained through the ACAS helplines or website. Advice can also be obtained from legal advisers and Citizens Advice.