

Dignity Policy for Shed ABC
(Bullying & Harassment)

Date Adopted	Date Reviewed	Date of Next Review	Version Number

NB Increment version number only when changes are made

Dignity Policy ***(Bullying & Harassment)***

Purpose & Scope

The purpose of the Dignity Policy is to state clearly **Shed ABC's** opposition to bullying or harassing behaviour in the Shed environment by members, volunteers, including trustees, or clients and to provide a clear process for dealing with such behaviour.

Statement

Shed ABC recognises the right of every individual to be treated with dignity and respect and to work in an atmosphere free of bullying and harassment.

Principles

Shed ABC is opposed to bullying or harassing behaviour in the Shed environment and will respond seriously, sensitively, confidentially and fairly to any genuine allegations of such behaviour.

Shed ABC recognises that bullying or harassing behaviour is not only damaging to the individual recipient(s), but also damaging to the organisation.

All members, volunteers, trustees, and clients are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviours of others.

Supervisors are responsible for leading by example and will be expected to treat their fellow Sheddors and other colleagues with respect, dignity and sensitivity.

Definitions of Bullying & Harassment

Bullying may be characterised as:

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient

Harassment in general terms, is:

Unwanted conduct affecting the dignity of people in the Shed environment. It may be related to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Further examples are listed in more detail below, but it is not an exhaustive list:

- Spreading malicious rumours, or insulting someone (particularly on the grounds listed above);
 - Ridiculing or demeaning someone – picking on them or setting them up to fail;
 - Exclusion or victimisation;
 - Overbearing supervision or other misuse of power or position;
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Dignity Policy (cont)

- Unwelcome sexual advances – touching, standing too close, display of offensive materials;
- Deliberately undermining a Shedderer by overloading and giving criticism;
- Preventing individuals progressing

Process

Shed ABC recognises that an individual experiencing or witnessing bullying or harassing behaviour may find it hard to raise the matter and may have concerns about how their complaint is perceived or responded to. **Shed ABC** is committed to taking all such allegations seriously and will deal with them in a sensitive, confidential and fair manner.

Many incidents of harassment can be dealt with effectively in an informal way by raising the matter with the alleged perpetrator without invoking this procedure. Often the alleged perpetrator has no idea of the effect their behaviour is having on others. Once it is drawn to their attention the behaviour ceases. Therefore, where possible, individuals are encouraged to raise the issue directly with the alleged perpetrator.

Shed ABC recognises that there will be circumstances where the individual experiencing or witnessing bullying or harassment will not feel comfortable raising the matter directly with the alleged perpetrator. In these instances, or where the problem has been raised but the behaviour of the alleged perpetrator has not changed, the individual is encouraged to approach their Supervisor or Chairman/Vice Chairman, as appropriate for advice and support.

Should a complaint be made against a trustee, the matter should in the first instance be raised with the Chair or Vice Chair as appropriate and an investigation will take place.

If the complainant then experiences further bullying or harassment as a result of raising their concerns, this will be regarded as victimisation and the alleged perpetrator will be liable to further possible legal action, as appropriate.
