

## **ANTI-HARASSMENT & ANTI-BULLYING POLICY**

**Ownership.** This Policy is owned by the Board of RMA-TRMC.

### **THE LAW**

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

### **PRINCIPLES**

2. Harassment is defined by the law in England and Wales as unwanted conduct relating to certain protected characteristics (age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation) and has the purpose or effect of violating the individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment could be a verbal or written comment and what may be considered a 'joke'.

3. Bullying is not specifically defined by the law in England and Wales, but may be described as offensive, intimidating, malicious or insulting behaviour. It can include an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying may be physical, verbal or non-verbal conduct (such as deliberately excluding someone from a meeting for no good reason).

4. It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

5. Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

6. If any trustee, employee, volunteer, benefactor, beneficiary witnesses such behaviour, they should report the incident in confidence to their line manager or the senior member of staff present. Any such reports will be taken seriously, investigated appropriately and will be treated in strict confidence as far as it is possible to do so.

7. Harassment and bullying constitute gross misconduct. If, at any stage from the point at which a complaint is raised, the Charity assesses that there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

### **POLICY STATEMENT**

8. RMA-TRMC IS committed to providing a workplace that is free from harassment and bullying. In accordance with our Articles of Association, we will strive to ensure that all trustees, employees, volunteers, benefactors, beneficiaries and others who come into contact with us in the course of our work, are treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, disability or criminal record.

9. Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is central to ensuring equal opportunities in employment (see Equality & Diversity Policy).
10. This policy is intended to support this commitment in practice. For staff, it should be read in conjunction with the Equal Opportunities section of the Employee Handbook.
11. RMA-TRMC will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.
12. RMA-TRMC will take appropriate action if any of our employees or contractors are bullied or harassed by our stakeholders or suppliers.
13. Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee or contractor, then the employee may be subject to disciplinary action, up to and including dismissal.
14. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations found to be made in bad faith will be dealt with under our disciplinary procedure.

#### **LEAD STAFF MEMBERS**

15. DCE & COO.

#### **TRAINING**

16. All members of staff will receive appropriate training during their induction. Procedures on how to respond to perceptions of harassment and or bullying (including resolution) are included in the Employee Handbook.

#### **RECORD KEEPING**

17. Allegations of bullying or harassment will be managed as a Serious Incident.

#### **REVIEW**

18. This Policy is to be reviewed biennially or soon should the law, or Charity Commission/Companies House/Fundraising Regulator/Information Commissioner guidance change.



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OF SUPPORT TO  
THE RM FAMILY

Signed

Dated

10 February 2022