

ANTI-BULLYING AND HARASSMENT POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1 About this policy

- 1.1 Cresconova Labs (**Cresconova**) is committed to providing an environment free from harassment and bullying and ensuring that people who come into contact with our organisation are treated, and treat others, with dignity and respect.
- 1.2 This policy covers harassment or bullying which occurs at work and out of the workplace. It covers bullying and harassment by volunteers or staff (which may include consultants, agency workers and contractors) and also by third parties such as the young people who use our services, their families or members of their households, suppliers or visitors to our premises.
- 1.3 The purpose of this policy is to:
 - 1.3.1 prevent harassment and bullying from happening to those who are part of Cresconova or take part in our activities;
 - 1.3.2 make sure that harassment and bullying are stopped as soon as possible if it does happen and that those involved receive the support they need; and
 - 1.3.3 provide information to all staff, volunteers, young people who use our services, and their families about what we should all do to prevent and deal with bullying and harassment.
- 1.4 This policy should be read alongside the following policies and procedures:
 - 1.4.1 Safeguarding policy;
 - 1.4.2 Child protection policy; and
 - 1.4.3 Code of Conduct.
- 1.5 Breaches of this policy by employees may result in disciplinary action which could lead to dismissal. Breaches by contractors or consultants may constitute grounds for

termination of contract. Volunteers who breach this policy may be removed from their roles. Service users who breach this policy may be warned as to future conduct, or may be temporarily or permanently excluded.

2 What is harassment?

- 2.1 Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 2.2 Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 2.3 Harassment may include, for example:
 - 2.3.1 unwanted physical conduct including touching, pinching, pushing and grabbing;
 - 2.3.2 unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
 - 2.3.3 offensive e-mails, text messages or social media content;
 - 2.3.4 mocking, mimicking or belittling a person's disability.

3 What is bullying?

- 3.1 Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.
- 3.2 Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:
 - 3.2.1 physical or psychological threats;
 - 3.2.2 overbearing and intimidating levels of supervision;
 - 3.2.3 inappropriate derogatory remarks about someone's performance.

Legitimate, reasonable and constructive criticism of someone's performance or behaviour, or reasonable instructions given to staff in the course of their employment, will not amount to bullying on their own.

4 Cyber bullying

- 4.1 We recognise that bullying and harassment can happen anywhere, particularly using online platforms and technologies. Examples of cyberbullying include:
- 4.1.1 excluding a person from activities or friendship groups;
 - 4.1.2 sending threatening, upsetting or abusive messages;
 - 4.1.3 creating and sharing embarrassing or malicious images or videos;
 - 4.1.4 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games;
 - 4.1.5 voting for or against someone in an abusive poll;
 - 4.1.6 setting up hate sites or groups about a particular person;
 - 4.1.7 creating fake accounts, hijacking or stealing online identities to embarrass or cause trouble using someone's name.

5 If you are being harassed or bullied

- 5.1 If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to Christine Braun, Chief Creative Officer, who can provide confidential advice and assistance in resolving the issue formally or informally.
- 5.2 If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Safeguarding policy or, where applicable, our Whistleblowing policy.
- 5.3 We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a 'need to know' basis.
- 5.4 Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee the matter will be dealt with under the Code of Conduct as a case of possible misconduct or gross misconduct. If the harasser or bully is a volunteer or a third party such as a service user or a member of their family, we will consider what action would be appropriate to deal with the problem.
- 5.5 Whether or not your complaint is upheld, we will consider how best to manage any future working relationship between you and the person concerned.

6 Protection and Support

Staff or volunteers who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Any

employee found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Policy.

We are committed to reviewing our policy and good practice annually. Document management information can be found at the top of this document.

Name:

Signed:

Role:

Date: