



# **BULLYING & HARASSMENT STATEMENT**

**APPROVED BY:**

**Directors**

**LAST REVIEWED:**

**07/07/22**

**NEXT REVIEW:**

**07/07/23**

Community Court Yard are committed to ensuring that bullying and harassment of any kind should not be tolerated in the workplace.

They aim to support the creation of a work environment that is free from discrimination, harassment and bullying, where everyone is treated with dignity and respect and no one is treated less favourably than any other person or group of persons on the grounds of their gender, age, disability, race, sexual orientation, gender reassignment status, religion and belief, pregnancy and maternity, marriage and civil partnership status or any other characteristic.

Please see specific guidance in the Equality and Diversity Policy.

### **What is bullying and harassment?**

For practical purposes those making a complaint usually define what they mean by bullying or harassment – something has happened to them that is unwelcome, unwarranted and causes a detrimental effect.

### **Is sexual harassment different?**

Harassment of a sexual nature is one of the most common forms of harassment and is specifically outlawed by the Equality Act 2010 as is harassment related to relevant protected characteristics.

### **How can bullying and harassment be recognised?**

There are many definitions of bullying and harassment. Bullying may be characterised as:

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

Harassment as defined in the Equality Act 2010 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.*

Unacceptable behaviour may include:

- spreading malicious rumours, or insulting someone by word or behaviour
- copying emails that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail

- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, making decisions on the basis of sexual advances being accepted or rejected
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

Bullying and harassment is not necessarily face to face, it may occur through written communications, visual images (for example pictures of a sexual nature or embarrassing photographs of colleagues), email, phone.

### **Responsibility of all staff**

Every employee has a personal responsibility NOT to harass or bully other colleagues.

An employee who becomes aware of harassment or bullying occurring should bring the matter to the attention of his/her manager.

### **Responsibility of Senior Management Team**

Every manager has an obligation to prevent harassment / bullying and to take immediate action once it has been identified, whether or not a complaint has been made.

Allegations of harassment or bullying, received either informally or formally, must be dealt with promptly and sensitively.

Please see specific guidance in the Grievance Procedure Policy.