



WADAHS PREVENTION OF BULLYING AND HARASSMENT POLICY.

1. Statement of Policy

- a. Everyone in the Society and those who have dealings with the Society have a responsibility to maintain good working relationships and not to use words or deeds that may harm the well-being of others. This contributes to an environment in which individuals feel safe and can work / garden effectively competently and confidently.
- b. This policy applies to all members of the Society and to all visitors to the Allotment Site.
- c. The Society will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

2. Key Principles

- a. Society members or visitors should not encounter harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, political or sexual orientation, marital status, religion or belief, age, disability, offending background or any other personal characteristic.
- b. Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy.
- c. Everyone has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention.
- d. Bullying / Harassment may be defined as any conduct which is unwanted by the recipient, is considered objectionable, causes humiliation, offence, distress or other detrimental effect.
- e. Bullying / Harassment may be, but is not limited to:
 3. Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
 4. Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, or offensive language.

5. Non-verbal – isolation or non-co-operation and exclusion or isolation from social and allotment activities.
6. Conduct which is intimidating, physically abusive or threatening, including shouting or use of inappropriate language
7. Conduct that denigrates, ridicules or humiliates an individual, especially in front of others
 - a. Bullying / Harassment is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting.

8. Reporting harassment or bullying

- a. Any Society Member who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with a member of the Committee. Should the issues not be resolved at this stage, or the member feels unable to raise the issue informally, then a formal resolution should be sought.
- b. All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.
- c. No member will be victimised or suffer a detriment for making a complaint of harassment or bullying and no Committee member shall threaten, either explicitly or implicitly, that a member's complaint will be used as the basis for decisions affecting that member.
- d. All complaints of harassment or bullying whether raised formally or informally must be notified by the recipient of the complaint to the Committee Secretary

9. Outcomes

- a. The committee may choose to investigate and come to a decision on any report of harassment or bullying. They may also decide to delegate the matter to a small panel of members to ensure that a professional and balanced decision is made. In selecting the panel, the committee should ensure, as far as is practicable, that it favours neither the complainant nor the alleged perpetrator. The panel should not exceed four members.
- b. All evidence shall be presented in writing but the victim and the perpetrator may be permitted to address the committee or panel in person, if the panel take the view that this would be helpful. At any such interview the interviewee may be accompanied by a friend for support.

- c. Once all written submissions have been collated, including any witness statements, the committee or panel should endeavour to reach a final and binding decision within 21 days.
 - d. Depending on the severity of the circumstances, past history of the perpetrator and the maintenance of good order in the Society, the committee or panel may choose to:-
10. Provide verbal advice or give a written warning to remain on file for a minimum of 12 months
 11. Require the perpetrator (or exceptionally the victim or both) to move to another plot immediately, or at the annual review.
 12. Revoke the tenancy of the perpetrator's immediately, or at the annual renewal.