



- 3.2. Create a volunteering environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all. This commitment includes making all members aware of their rights and responsibilities under this policy. Responsibilities include members conducting themselves to help CCT provide equal opportunities in volunteer roles, and prevent bullying, harassment, victimisation and unlawful discrimination. All members should understand that they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination in the course of their volunteer duties, against fellow members, suppliers and the public.
- 3.3. Take seriously any complaints of bullying, harassment, victimisation and unlawful discrimination made against a member of the charity. Such acts will be treated as misconduct and dealt with under the charity's grievance and disciplinary procedures. Particularly serious complaints could amount to gross misconduct and lead to immediate termination of membership. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence and will be referred to the police.
- 3.4. Make opportunities for roles of office available to all members based on merit (apart from in any necessary and limited cases where exemptions and exceptions are allowed under the Equality Act), helping and encouraging them to develop their full potential as CCT volunteers so that their talents can be fully utilised to maximise the effectiveness of the charity.
- 3.5. Review and update policies and procedures when necessary to ensure fairness and to take changes in the law into account.

4. Ownership and review

This policy is owned by the Chair, who is responsible for updating it when required. The Board of Trustees shall monitor how this policy is working in practice, reviewing its contents periodically.

5. Notes and additional information

- 5.1. In the event that any element of this policy appears to conflict with the Constitution of Coulter Community Trust, the latter shall take precedence as the definitive document.
- 5.2. In this document, the term *member* refers to both ordinary and associate members, and trustees of CCT.