



Catfield United Charities

Charity Registration: 207214

Bullying and Harassment Policy

1. Purpose

Catfield United Charities is committed to creating an environment in which all trustees, staff, volunteers, and beneficiaries are treated with dignity, respect, and fairness.

Bullying and harassment will not be tolerated under any circumstances. This policy sets out our commitment to preventing such behaviour and the steps for addressing concerns promptly and effectively.

2. Scope

This policy applies to:

- All trustees, employees, and volunteers
- Contractors, suppliers, and any third parties engaged by the charity
- All charity-related activities, whether in the workplace, online, during events, or while representing the charity

3. Definitions

Bullying

Offensive, intimidating, malicious, or insulting behaviour involving misuse of power intended to undermine, humiliate, or cause harm to another person.

Examples include:

- Persistent criticism or unjustified negative comments
- Deliberate exclusion or isolation
- Spreading malicious rumours

Harassment

Unwanted conduct related to a protected characteristic (as defined in the Equality Act 2010) or any behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Examples include:

- Offensive jokes, insults, or nicknames

- Unwanted physical contact
- Displaying offensive materials or messages
- Sexual harassment

4. Policy Statement

- Everyone has the right to work and participate in an environment free from bullying and harassment.
- All complaints will be taken seriously, investigated promptly, and handled sensitively.
- Retaliation against anyone who raises a concern is strictly prohibited.
- Bullying and harassment may be treated as disciplinary offences, up to and including dismissal or removal from post.

5. Responsibilities

Trustees

- Lead by example and promote a culture of respect.
- Ensure this policy is implemented, monitored, and reviewed.
- Take immediate action when a complaint is raised.

All Individuals

- Treat others with respect.
- Avoid behaviour that could be perceived as bullying or harassment.
- Report concerns without delay.

6. Reporting Procedure

Step 1 – Informal Resolution

- If possible, raise the issue directly with the person involved, explaining how their behaviour is affecting you.
- If you feel unable to do so, speak to a trustee, or the Chair.

Step 2 – Formal Complaint

- Submit a written complaint to the Chair of Trustees (Secretary if the Chair is the subject of the complaint).
- Include dates, details, witnesses, and any supporting evidence.

Step 3 – Investigation

- An impartial investigator will be appointed.
- Both the complainant and alleged perpetrator will have the opportunity to state their case.
- The investigation will be completed promptly, with outcomes recorded.

Step 4 – Outcome and Action

- Findings will be communicated in writing.
- If bullying or harassment is confirmed, disciplinary action will be decided by a majority vote of Trustees.

7. Confidentiality

All information relating to complaints will be treated as confidential and only shared on a need-to-know basis. Breaches of confidentiality may result in disciplinary action.

8. Support

- Complainants and those accused will be offered appropriate support during and after the process.
- External advice (e.g., ACAS, Citizens Advice) may be signposted where needed.

9. Monitoring and Review

- Trustees will review the number and nature of complaints annually (without naming individuals).
- The policy will be updated to reflect best practice and changes in law.

Trustee Name

Trustee Name

Trustee Signature

Trustee Signature

Trustee Name

Trustee Name

Trustee Signature

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Trustee Signature

Date _____