

IMPACD CIC BULLYING AND HARASSMENT POLICY

As recommended by HSE, IMPACD CIC formally sets out its policy on bullying and harassment in this Bullying and Harassment Policy on the basis of transparency for all involved in its activities and as a part of the organisation’s commitment to Equality, Diversity & Inclusion as well as Health and Safety at Work:

<p>1. Introduction</p>	<ul style="list-style-type: none"> • This an official company document, supported by senior management but is implemented in order that all those involved in the Project at all levels, whether management, employed staff, self-employed agents and artists or volunteers, are clear about what amounts to unacceptable behaviour in a work environment and the action that will be taken if it occurs. • IMPACD CIC’s policy is one of zero tolerance of bullying and harassment in any form. • The purpose of the policy is to minimise the likelihood of bullying/harassment and to give an avenue for support and resolution when it does occur.
<p>2. Scope</p>	<ul style="list-style-type: none"> • Bullying is defined by ACAS as behaviour that is: <ul style="list-style-type: none"> • Offensive; • Intimidating; • Malicious; • Insulting; • An abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient; • Examples of this might be (not an exclusive list): <ul style="list-style-type: none"> ▪ Overbearing supervision or other misuse of power or position; ▪ Deliberately undermining a competent worker by overloading and constant criticism; ▪ Spreading malicious rumours; ▪ Insulting someone by word or behavior; ▪ Spreading critical emails about someone to others who do not need to know; ▪ Ridiculing, demeaning or picking on someone;

	<ul style="list-style-type: none"> ▪ Setting someone up to fail; ▪ Exclusion or victimisation; ▪ Unfair treatment; ▪ Sexual advances, eg. touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected; ▪ Making threats or comments about job security without foundation and/ or outside of authority; ▪ Preventing individuals progressing by intentionally blocking promotion or training opportunities. <p>(This list is adapted from ACAS ‘Bullying and harassment at work: a guide for managers and employers’).</p>
<p>3. Responsibilities</p>	<ul style="list-style-type: none"> • All employees, self-employed agents and volunteers are subject to this policy. • Anyone working within this Project has the right to report a case under this policy and should be supported in reporting a case regardless of who it is made against. • The intention is to improve working relations in a conciliatory manner wherever possible, rather than to respond in an arbitrary or punitive way. Notwithstanding, should behaviour be found that is criminal or amounts to gross misconduct, requisite steps will be taken to remove the person complained about from the work environment and support police involvement if appropriate. • Managers and supervisors are expected to follow the policy both with regard to their own conduct and if a case is brought to their attention, regardless of who the complaint is made against.

<p>4. Support</p>	<ul style="list-style-type: none"> • Each employee/ agent/ volunteer will have a direct supervisor or manager, and the first point of call will be a complaint made directly to that person. The opportunity to do this should be requested by email followed up by direct telephone call. • If that supervisor/ manager is the person to be complained about you have the right to take the complaint to the Governance Director, Sharon Hunt. • A written report of bullying or harassment should be provided. If the complainant feels unable to put this in writing, they will be supported in making a written report by the supervisor/ manager to whom they take the matter or the governance director or another person specifically provided for this purpose. • The complainant will have the opportunity to discuss what goal they want from the complaint, which may include (not conclusive) a mediation, a change of working arrangement, referral to counselling/ conflict coaching, training to be given, grievance/ disciplinary procedures to be considered. • Confidentiality/ anonymity will be respected if requested. • If it appropriate/ possible to do so, the wishes of the complainant in the matter will form part of the plan of action. This does not preclude management from taking any other steps it considers necessary for protection of individuals within the work environment and/ or minimising potential for a repeat of the behaviour in the future. • IMPACD CIC will act fairly and objectively both with regards to the complainant and anyone complained about and if conciliation is achievable that will be worked towards. • If it is appropriate/ necessary to do so referral may be made to grievance and disciplinary procedures.
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