



## ANTI-HARASSMENT AND ANTI-BULLYING POLICY AND PROCEDURE

Version 2	By: PB, MU & AH	Approved by:	25 Sept 2017
Date:	10 November 2017	Next review:	Sept 2020

### 1. PURPOSE

- 1.1 Borderlands is committed to providing an environment free from harassment and bullying and ensuring that all staff treated, and treat others, with dignity and respect.

### 2. SCOPE

- 2.1 This policy covers harassment or bullying which occurs at Borderlands premises or in connection with any Borderlands-related activities.
- 2.2 It covers bullying or harassment by Borderlands' staff, by Members (i.e. service-users) or by third parties involved with Borderlands' activities.
- 2.3 Borderlands' staff includes volunteers, employees and trustees.
- 2.4 Third parties includes:
- people who have contracts with Borderlands; and
  - visitors to Borderlands' premises.

### 3. DEFINITION of HARASSMENT

**3.1** Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of:

**3.2.1** violating a person's dignity; or

**3.2.2** creating an environment for them which is

- intimidating,
- hostile,
- degrading,
- humiliating or
- offensive.

**3.2** A single incident can amount to harassment.

**3.3** It also includes treating someone less favourably because they have submitted, or refused to submit, to such behaviour in the past.

**3.4** Unlawful harassment may:

**3.4.1** involve conduct of a sexual nature (sexual harassment); or

**3.4.2** it may be related to:

- age
- disability
- sex or sexual orientation
- gender assignment
- marital or civil partner status
- pregnancy or maternity
- race, colour or nationality
- ethnic or national origin
- religion or belief.

**3.5** Harassment is unacceptable even when it does not fall within any of these categories.

**3.6** Harassment may include:

**3.6.1** unwanted physical conduct or “horseplay” including

- touching
- Pinching
- Pushing
- grabbing

**3.6.2** or unwelcome sexual advances or suggestive behaviour, even if the harasser perceives this as harmless,

**3.6.3** or offensive emails, text messages or social media content,

**3.6.4** or persistent, unwelcome phone calls.

## **4 DEFINITION OF BULLYING**

**4.1** Bullying is behaviour involving the misuse of power that is:

**4.1.1** offensive,

**4.1.2** intimidating,

**4.1.3** malicious or

**4.1.4** insulting

that can make a person feel vulnerable, upset, humiliated or threatened.

**4.2** “Power” does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

**4.3** Bullying can take the form of physical, verbal or non-verbal conduct.

**4.4** Bullying may include, by way of example:

- 4.4.1** physical or psychological threats;
- 4.4.2** overbearing and intimidating levels of supervision; or
- 4.4.3** inappropriate derogatory remarks about someone's performance.

## **5 PROCEDURE**

**5.1** If you are being harassed or bullied (whether by staff, by Members or by third parties, consider whether you feel able to raise the problem with the person responsible.

**5.1.1** You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable.

**5.2** If this is too difficult or embarrassing, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.

**5.3** If informal steps are not appropriate, or have not been successful, you should raise the matter formally.

**5.3.1** If you claim you have been harassed or bullied by a member of Borderlands staff, or by a Member, the matter will be dealt with under Borderlands' Grievance Policy or (in the case of staff) under its Disciplinary Policy as a case of possible misconduct or gross misconduct.

**5.3.2** If the alleged harasser or bully is a third party, the matter will be dealt with under our Complaints Policy.

**5.6** Whether or not your claim is upheld, we will consider how best to manage any on-going working relationship between you and the person concerned.