

Freedom For All - Bullying And Harassment policy

Freedom for all strongly believes that all employee volunteers should be betrayed professionally and courteously. Freedom for all will not tolerate any harassment or bullying of employees/volunteers. The company will take all reasonable steps to provide a work environment free from harassment and bullying based upon age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Harassment

Harassment means 'unwanted conduct which has the purpose or the effect of violating the others dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.' Examples of harassment (this list is not exhaustive) include verbal abuse, unwanted teasing, suggestive remarks about dress or other personal attributes. Conduct can amount to harassment even if the person did not intend to offend. Something intended as 'office banter' may offend another person.

Bullying

Bullying is a form of sustained psychological abuse which makes an employee/volunteer feel worthless. Examples of bullying are constant demeaning of an employee/volunteers, humiliating an employee in front of others and endless criticism.

Procedures

An employee/volunteer who is suffering harassment or bullying is encouraged to speak to their manager in the first instance. The allegations will be treated in confidence.

Freedom for all will investigate the allegations. As far as possible the complaints will remain anonymous, although it might be necessary to give some reference to the complaints when obtaining witness statements or other evidence.

The employee/volunteer will be invited to a meeting at which the findings from the investigation will be discussed. Action will be taken to stop the harassment or bullying. The employee/volunteer will be offered support to overcome the impact of the harassment or bullying that they have suffered.

Any employee/volunteer who is found to have harassed or bullied a fellow employee/volunteer will be subject to disciplinary action. Depending on the severity of the actions, this could be dismissal for gross misconduct.

If an employee/volunteer is suffering harassment or bullying from a third party (eg. a customer) the employee/volunteer should report this to their manager. The employee/volunteer should not tackle the issue directly with the third party.