 **Personal Harassment Policy and Procedure**

Employers have a legal duty to create a safe place to work for trustees, volunteers and employees and this includes preventing all such from being subjected to harassment in the workplace.

This policy can be used to set out the charity’s zero tolerance stance on harassment and should be referred to by trustees and managers who receive harassment complaints before undertaking a disciplinary procedure.

**A) INTRODUCTION**

1. Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.
2. Personal harassment takes many forms but can be classed as unwanted behaviour by one individual towards another or viewed by another. Whatever form it takes, personal harassment is always serious and is totally unacceptable.

**B) POLICY**

1. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all trustees, volunteers and employees.
2. Appropriate action will be taken against anyone who is found to have committed any form of personal harassment.

**C) COMPLAINING ABOUT PERSONAL HARASSMENT BY AN EMPLOYEE**

1. **1) Informal complaint**
2. If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser.

**2) Formal complaint**

1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of your line manager or to an executive Trustee (if so appropriate) as a formal written complaint.
2. The person dealing with the complaint will clarify details with the complainant and will invite the alleged transgressor to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation – dependent upon the circumstances this meeting may or may not include the complainant. The alleged transgressor has the right to be accompanied at such a meeting by a work colleague of their choice and must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
3. On conclusion of the investigation, which will normally be within ten working days of the meeting, the decision of the investigator, detailing the findings, will be sent in writing.
4. The alleged transgressor has the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

**D) COMPLAINTS SET AGAINST VOLUNTEERS OR TRUSTEES**

Such complaints should be raised in a similar manner to the above to your Line Manager or, if appropriate, executive trustee.

These are considered equally important and will be dealt with according to separate Charity policy.

**E) GENERAL NOTES**

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with the Charity’s disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using the Charity’s appeal procedure.

If any person brings a complaint of harassment, then they will not be victimised for having brought the complaint. However, if it is concluded that the complaint is both untrue and has been brought with malicious intent, then similar relevant action will be taken against the complainant.

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