

TITLE	<b>ANTI-BULLYING AND ANTI-HARASSMENT POLICY</b>		
EFFECTIVE DATE	<b>MARCH 2018</b>	ISSUE NUMBER	<b>1</b>
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POLICY OWNER	<b>KATHIE ALBAN, HEAD OF HR</b>	AUTHORISED BY	<b>SMT</b>

## PURPOSE

- To ensure a safe, welcoming and inclusive working environment, which is free from intimidation, threats, discrimination, bullying or harassment
- To communicate clearly FFI's zero-tolerance of any form of bullying or harassment
- To define the terms 'bullying' and 'harassment' and provide examples, so that there is a clear understanding of the types of conduct that are prohibited
- To communicate the importance of reporting incidents of bullying and harassment
- To communicate the procedures in place to manage incidents of bullying and harassment

## SCOPE – THIS POLICY APPLIES TO:

**Members of Council and its sub-committees, FFI employees, temporary staff provided through agencies, volunteers and interns, contractors, consultants and any other third parties who carry out work on FFI's behalf.**

This policy applies in and outside the workplace, in relation to all FFI-related activity including social events and business travel.

While the Equality Act 2010 applies to FFI in the United Kingdom, the general principles of this policy apply to FFI worldwide.



## ANTI-BULLYING AND ANTI-HARASSMENT STATEMENT

FFI wishes to promote a safe, welcoming and inclusive working environment, which is free from intimidation, threats, discrimination, bullying or harassment.

Bullying or harassment of any kind against a person or group of people, whether persistent or an isolated incident, will not be tolerated under any circumstances. We will do all that is reasonably possible to prevent bullying or harassment occurring.

Any behaviour that conflicts with these principles will be taken seriously and action will be taken.

## RESPONSIBILITIES

The Senior Management Team (SMT) is responsible for the implementation of and compliance with this policy.

The HR Department is responsible for the communication, review and updating of this policy.

The Management Team and Line Managers have a particular responsibility for ensuring compliance with the policy and for leading by example.

All individuals are responsible for complying with and upholding this policy and its principles. Individuals can be held personally liable for harassment under the Equality Act. Individuals who commit a serious act of harassment may be guilty of a criminal offence.

## BREACH OF POLICY

Any breach of this policy or act of bullying or harassment will be taken seriously by FFI and will be dealt with under FFI's [Disciplinary Procedure](#). Serious acts of bullying or harassment, whether one off or sustained, may be treated as gross misconduct, resulting in immediate dismissal.

## DEFINITIONS

The following definitions and examples are given to ensure that you have a clear understanding of the types of conduct that could constitute 'bullying' and 'harassment'. Such types of conduct will not be tolerated by FFI under any circumstances.

### **Bullying**

Bullying can be characterised as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which is meant to undermine, humiliate or injure an individual. Bullying can range from seemingly trivial acts to outright abuse against a person.



## Harassment

Harassment as defined in the Equality Act 2010 is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

The behaviour does not need to be directed at an individual in order for them to complain of harassment and the individual who is offended does not need to possess the relevant protected characteristic. For example, if someone is disabled and is teased by colleagues because of their disability, they could bring a claim for harassment. Another employee who shares an office with that person could also bring a claim for harassment, if they feel the teasing creates an offensive environment for them, even though the behaviour is not directed at them and they are not disabled themselves.

## Examples

Examples of what may be considered bullying and/or harassment include, but are not limited to:

- coarse, insensitive, derogatory or inappropriate comments, e.g. about appearance, character or lifestyle choice;
- language or references of any kind of a sexual nature;
- coarse or insensitive jokes or pranks;
- overbearing supervision or other misuse of power or position;
- ridiculing or demeaning someone;
- copying correspondence that is critical of someone or their work to others inappropriately or unnecessarily;
- excessive or unprofessional criticism;
- excluding someone from activities, discussions or correspondence, which they should reasonably be involved in;
- display or dissemination of offensive material;
- sexual advances;
- unwelcome familiarity or body contact;
- repeated unwelcome personal approach/invitation;
- abusive, insulting or threatening language;
- threatened or actual violence;
- deliberately blocking promotion or development opportunities;
- making unjustified threats or comments about job security; or
- spreading rumours or gossiping.

Bullying and harassment manifest in many forms, including physical, verbal, non-verbal/visual and written forms. Written forms include email, text, instant messaging and social media. Any form of bullying or harassment will not be tolerated.

If you feel you are the victim of bullying or harassment, whether or not what you are experiencing accords with a specific definition, you should raise this with FFI as set out below. Your concerns will be taken seriously and dealt with sensitively.



## THIRD PARTY HARASSMENT

FFI has a responsibility to protect its employees from harassment by third party individuals, such as partners or consultants, where we become aware of such harassment. In these circumstances, we will take reasonable necessary steps to protect employees from any further harassment. How to report third party harassment is set out below.

## REPORTING BULLYING OR HARASSMENT

If you believe that you or someone else is being bullied or harassed, you should raise your concern in accordance with FFI's [Grievance Procedure](#). The Grievance Procedure allows concerns, problems or complaints to be raised and addressed as quickly and fairly as possible. It provides a formal mechanism for these to be investigated and dealt with if they are unable to be dealt with informally. Any concern raised will be taken seriously and will be dealt with sensitively. Confidentiality will be maintained as far as is reasonably possible.

You should also report any bullying or harassment by a third party (e.g. partner, consultant) so that FFI has opportunity to investigate and take reasonable necessary steps. You should raise this with your Line Manager in the first instance, copying in the HR Department.

You will not be victimised or suffer a detriment for making or supporting a claim of bullying or harassment in good faith. However, if you deliberately make a false claim, or make or support a claim in bad faith, this will be regarded as misconduct and will be dealt with under FFI's [Disciplinary Procedure](#).

## REVIEW

This policy forms part of the terms and conditions of service that govern your employment with FFI. However it does not form part of your Contract of Employment and we may review and amend it at any time.