

## **Anti-Bullying Policy**

### **1. Introduction**

1.1 At Bristol Together CIC, we are committed to providing a safe, respectful, and inclusive workplace for all employees, contractors, and stakeholders. Bullying and harassment in any form are unacceptable and will not be tolerated. This Anti-Bullying Policy sets out our commitment to preventing workplace bullying, the procedures for handling complaints, and the support available to employees.

### **2. Purpose**

- 2.1 Prevent bullying and harassment in the workplace.
- 2.2 Create an environment where all employees feel safe, valued, and respected.
- 2.3 Outline clear procedures for reporting and addressing instances of bullying.
- 2.4 Promote a culture of dignity, equality, and respect for all employees.

### **3. Scope**

3.1 This policy applies to all employees, contractors, volunteers, and other stakeholders working for or with Bristol Together CIC. It covers behaviour within the workplace, at work-related events, and online communications involving employees.

### **4. Definitions**

#### 4.1. Bullying

4.11 Bullying is defined as unwanted behaviour that is intimidating, humiliating, or offensive and is intended to undermine, degrade, or create a hostile working environment for an individual or group. Bullying can be verbal, non-verbal, or physical and may include but is not limited to:

- 4.12 Spreading malicious rumours, gossip, or misinformation.
- 4.13 Offensive or insulting comments.
- 4.14 Persistent criticism or belittling of work or contributions.
- 4.15 Exclusion or isolation from work-related activities.
- 4.16 Threats of violence or intimidation.

4.17 Online harassment (cyberbullying).

4.2. Harassment

4.21 Harassment refers to unwanted conduct related to a protected characteristic (such as age, race, gender, disability, sexual orientation, religion, etc.) that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

## **5. Policy Statement**

5.1 Fostering an inclusive, respectful, and safe work environment.

5.2 Treating all employees with dignity and respect.

5.3 Taking all complaints of bullying or harassment seriously and addressing them promptly, confidentially, and impartially.

5.4 Ensuring that no employee is victimised for raising concerns about bullying or harassment.

## **6. Responsibilities**

6.1 Management

6.11 Promote a culture of respect and zero tolerance for bullying or harassment.

6.12 Take immediate action when bullying or harassment is reported.

6.13 Provide training and resources to raise awareness of bullying and harassment.

6.14 Ensure that all complaints are investigated fairly, confidentially, and without bias.

6.2 Employees

6.21 Treat all colleagues with dignity and respect.

6.22 Refrain from engaging in or tolerating bullying, harassment, or discriminatory behaviour.

6.23 Report any instances of bullying or harassment they witness or experience.

6.24 Support colleagues who may be experiencing bullying or harassment.

## **7. Reporting Bullying**

7.1 Informal Resolution

7.11 Employees are encouraged to address issues of bullying or harassment informally when appropriate. If an employee feels comfortable, they can raise the issue directly with the individual concerned, explaining how their behaviour is affecting them and requesting that it stops.

## 7.2 Formal Reporting

7.21 If informal resolution is not possible or appropriate, employees can formally report bullying or harassment to their line manager, a member of the HR team, or a designated bullying prevention officer.

7.22 A formal complaint should be made in writing, outlining the nature of the bullying, the individuals involved, and any evidence or witnesses.

## 8. Investigation Procedure

8.1 Confidentiality: All complaints will be treated with the utmost confidentiality to protect the privacy of both the complainant and the accused.

8.2 Investigation: A thorough investigation will be conducted promptly, involving interviews with relevant parties and gathering evidence as necessary.

8.3 Outcome: If the investigation finds that bullying or harassment has occurred, appropriate disciplinary action will be taken against the individual responsible, which may include warnings, suspension, or termination of employment.

8.4 Feedback: Both the complainant and the accused will be informed of the outcome of the investigation and any actions taken.

## 9. Support for Employees

9.1 Employees who report bullying or harassment will be provided with support, including access to counselling services, if required.

9.2 Employees accused of bullying or harassment will also be treated fairly during the investigation process and offered appropriate support.

## 10. Protection from Retaliation

10.1 Bristol Together CIC strictly prohibits retaliation against any employee who makes a complaint of bullying or harassment or participates in an investigation. Retaliation will be treated as a serious disciplinary offense.



## 11. Disciplinary Action

- 11.1 Formal warnings.
- 11.2 Demotion or reassignment.
- 11.3 Suspension or termination of employment.

## 12. Monitoring and Review

- 12.1 This Anti-Bullying Policy will be reviewed annually to ensure its effectiveness and alignment with best practices. Regular feedback will be sought from employees to ensure that a safe and respectful work environment is maintained.

## 13. Conclusion

- 13.1 Bristol Together CIC is committed to creating a workplace where all employees feel safe, respected, and valued. By adopting this Anti-Bullying Policy, we aim to foster an environment of inclusion, dignity, and fairness for all.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Anti Bullying policy, please contact Paul Morgan at [paulmorgan@bristoltogether.co.uk](mailto:paulmorgan@bristoltogether.co.uk).

<b>Review Cycle:</b>	<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Next Date of Review:</b>
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025