ARTISH HUDDERSFIELD CIC

BULLYING AND HARASSMENT POLICY

1.0 Purpose

1.1 Artish Huddersfield CIC is committed to providing a working environment where all employees, volunteers, members, participants, clients and suppliers of goods and services to Artish Huddersfield CIC (hereafter referred to as 'Stakeholders') are treated with dignity and respect. We do not tolerate any form of bullying or harassment on any grounds and such conduct may be treated as a gross misconduct offence.

1.2 The aim of this policy is to inform employees and stakeholders of the behaviours we consider unacceptable; to establish a process for anyone who feels they have been a victim of bullying or harassment to complain and to enable them to seek help, support and possibly a means of Redress.

2.0 Scope

2.1 This policy applies to the conduct of all employees and stakeholders working within or on behalf of Artish Huddersfield CIC and to any work-related events whether inside or outside of normal working hours and venues. It applies to the way in which employees and stakeholders treat each other, our members, the communities we engage with and any persons providing services to Artish Huddersfield CIC . This Policy applies to all employees and stakeholders and is non-contractual.

3.0 Policies & Responsibilities

3.1 Diane Barker (Artish Huddersfield CIC Director) is responsible for ensuring that this policy is reviewed periodically.

<u>What constitutes Bullying?</u>

3.2 Bullying may be characterised as offensive, intimidating, malicious or insulting behavior, any abuse or misuse of power through means intended to undermine, humiliate or injure the recipient.

3.2.1 Examples of bullying are:

- Derogatory remarks
- Insensitive jokes and pranks
- Insulting or aggressive behaviours
- Ignoring or excluding an individual
- Public criticism
- Constantly undermining an individual's skills and values

- Overbearing supervision
- Making threats about job security without foundation

This is not an exhaustive list and is intended as a guide to increase understanding only.

What constitutes Harassment?

3.3 Harassment is any unwanted conduct that has the effect of creating an intimidating, hostile, degrading, humiliating or offensive environment. It may relate to gender, sexual orientation, marital status, age, race, colour, nationality, ethnic origin, disability, gender reassignment, religion or Belief.

3.3.1 Examples of harassment are:

- The use of derogatory stereotypes
- Innuendos, offensive or insensitive jokes
- Mockery or lewd comments
- Leering or lewd gestures
- The display or distribution of offensive materials
- Unnecessary body contact
- Unwelcome sexual advances
- Threatened or actual sexual violence

This is not an exhaustive list and is intended as a guide to increase understanding only.

General Considerations

3.4 All employees and stakeholders have a duty to maintain a working environment free from bullying and harassment. Employees and stakeholders must be aware that their actions could be perceived to be bullied or harassed regardless of their intentions. It is therefore very important that everyone involved with Artish Huddersfield CIC conducts themselves in a professional manner and has due regard for the feelings of others.

3.5 The Artish Huddersfield CIC Directors and any other employee or stakeholder who is responsible for supervising others has an additional responsibility to inform other employees and stakeholders about this policy and take steps to eliminate any form of bullying and harassment of which they are aware, plus:

- A responsibility to lead by example
- To take any complaint of bullying or harassment very seriously
- To deal with all matters in confidence and with sensitivity
- To ensure that no employee or stakeholder suffers any detriment for making a complaint in
- good faith

Complaints Procedure:

3.6 If an employee or stakeholder believes that they have suffered any form of bullying or harassment, they are entitled to raise this matter formally in accordance with the formal complaints policy and Procedure.

Signed:  Dated: 9th July 2025

Name (please print): D P Barker

Position in organisation: Director

Review Date:

- July 2026 - 
- July 2027 -
- July 2028 -
- July 2029 -
- July 2030 -