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|  | Barnardo’s  |
| Corporate Policy  |
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Prevention of Harassment Policy

Date: 1 February 2015

Review Date: 1 February 2018

Policy Owner: Policy & Advice Team, Corporate People

Distribution: Not confidential but intended for internal use only

**Purpose**

Barnardo’s has designed this policy to make a clear statement about Barnardo’s approach to the prevention of harassment and how concerns will be treated. It also refers to the procedure for raising and addressing issues in relation to harassment via the Grievance Resolution Policy and Procedure (See ‘Procedure’).

**Scope**

The non-contractual policy applies to all employees and workers. It also covers harassment complaints raised about the actions of a third party e.g. agency workers; consultants; service users or their families; employees of partner agencies.

**Roles and Responsibilities**

**Line Managers** have a responsibility to set a positive example with their own behaviour; create and maintain an inclusive team culture where the dignity of individuals is respected; and to challenge inappropriate behaviour in others.

**All employees and workers** have a duty to follow the commitment (see ‘Policy’) when dealing with colleagues, volunteers, service users, visitors and those third parties we work with, both within and outside of Barnardo’s premises, e.g. work related social functions.

**Local People Teams** are responsible for supporting managers, employees and workers to understand and implement policies and procedures and for providing information on accessing advice and sources of support.

**Corporate People Team** is responsible for ensuring this policy is legally compliant and fit for use by Barnardo’s staff; keeping up-to-date with any legal changes and updating this policy and associated documents.

**Definitions**

 **Bullying** is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end.

**Harassment** is unwanted conduct related to relevant protected characteristics, which are age, disability, gender reassignment, race, religion or belief (or political opinion under NI legislation) sex and sexual orientation that:

* has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
* is reasonably considered by that person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

Further information is located in the‘Frequently Asked Questions’ document.

**Policy**

Barnardo’s is committed to providing a workplace free from harassment and in which the dignity of individuals is respected. This commitment is in keeping with Barnardo’s Basis & Values and Equality & Diversity Code of Conduct for Staff and Volunteers. It applies regardless of age; disability; gender reassignment; race; religion and belief; sex; sexual orientation or any other personal factor or quality, perceived or otherwise.

Barnardo’s regards any form of harassment as a breach of discipline that will not be tolerated.

**Procedures**

Employees and workers may raise harassment complaints under the [Grievance Procedure](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=203717100&objAction=browse&viewType=1).

Information on the sources of support and advice available is listed in Sources of Support Information Sheet.

The ‘Frequently Asked Questions’ sheet on harassment contains further useful information.

**Associated guidance and documents**

* + - * Prevention of Harassment – Frequently Asked Questions
* Grievance Resolution Policy and Procedure
* Grievance Resolution Policy and Procedure - Frequently Asked Questions

**References**

For GB:
Equality Act 2010

For NI:
Employment Equality (Age) Regulations (NI) 2006
Employment Equality (Sexual Orientation) Regulations (NI) 2003
Fair Employment & Treatment (NI) Order 1998
The Race Relations (NI) Order 1997
Disability Discrimination Act 1995
Sex Discrimination (NI) Order 1976

**Compliance**

Local People Teams monitoring of general adherence to policy.

Feedback from UNISON and Staff Forums.

Feedback from Local People Teams regarding the number of complaints escalating to appeal stage.

Audits.

**Document History**

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| **Version** | **Date** | **Author** | **Status** | **Comment** |
| 1 | 10.09.12 | Policy & Advice Team | New Policy | Approved CMT 29.08.12 |
| 2 | 01.02.15 | Policy & Advice Team | Review | Approved by Everton Bryan 19.01.15  |