



Anti-Harassment and Bullying Policy

UFM strives to promote an environment where everyone knows they are valued and of equal worth. We believe that we are each made in the image of God and should treat each other with the respect and dignity that this promotes. This should provide an environment in which our workers/volunteers feel safe and able to report any situation where they have felt uncomfortable in the treatment they have received. Bullying and harassment of any kind will not be tolerated by UFM Worldwide.

This policy covers the behaviour of staff, mission partners and volunteers outside working hours that may impact upon work or working relationships.

What is Bullying and Harassment?

Bullying is a conscious and wilful repetitive act of aggression and/or manipulation by one or more people against another person or people. It is also an abuse of power by those carrying out the bullying, which is designed to cause harm.

Harassment is unwanted conduct, 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.

It is the impact of the behaviour rather than the intent of the offender that determines whether harassment or bullying has occurred.

Bullying can take many forms, but the main types are:

- Physical - aggression, damaging or taking belongings, unwanted sexual advances
- Verbal or written – spreading malicious rumours, insulting, making offensive or demeaning remarks, including through social media. Overbearing supervision or other misuse of power or position including, but not limited to pastoral malpractice.
- Indirect - exclusion from social groups, maliciously sharing materials (e.g., photos), intentional and unfair blocking of promotion or training opportunities
- Discrimination based on gender, age, disability, race, religion, or sexual orientation.

Procedure

1. Informal: People are often not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.

Complainants are encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that their actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded.

2. If the complainant feels unable to approach the alleged harasser, a colleague or member of UFM staff could be asked to speak to the alleged harasser on the complainant's behalf.
3. If the alleged harassment continues, the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent use of the informal procedure, a complaint should be raised formally with their more senior line manager, lead contact at UFM or senior member of UFM staff as appropriate.

When a complaint of harassment or bullying is brought to the attention of the line manager/ UFM lead contact / UFM senior staff member, whether informally or formally, prompt action will be taken to investigate the matter.

The complaint will be considered in the same manner as a grievance would be handled, with particular care being taken to maintain confidentiality throughout. Details will be documented and stored securely as per the GDPR policy.

Corrective action must be taken where appropriate, and this may require an investigation under the Disciplinary Policy and Procedure.

Policy adopted: July 2020

Reviewed by William Brown: December 2023

Next review due: December 2024