

## Harassment and Bullying Policy

*And the Lord's servant must not be quarrelsome but must be kind to everyone. (2 Timothy 2:24a)*

1. Bullying can be understood to be offensive, intimidating, malicious or insulting behaviour, or an abuse/misuse of power through means that undermine, humiliate, denigrate or injure the recipient.
2. Harassment 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.
3. Protected characteristics include:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race (including colour and ethnic origin)
  - Religion or belief
  - Sex
  - Sexual orientation.
4. Inappropriate behaviour could include:
  - Workplace gossip
  - Ridiculing, humiliating or demeaning someone, particularly in front of others
  - Ostracising or excluding people

- Overbearing supervision or scrutiny
  - Unwelcome/inappropriate sexual advances or behaviour
  - Unjustifiably singling people out for less favourable treatment
5. Bullying and harassment is not necessarily face to face; it may occur through written communications, visual images (for example pictures of a sexual nature or embarrassing photographs of colleagues), email, social media, or phone.
  6. Harassment or bullying may be unintentional. Whether it occurs depends upon the reasonable perception of the victim rather than the intention of the perpetrator.
  7. A person's actions towards you outside the traditional workplace may still constitute harassment, such as their behaviour at a work social event or in online communications,
  8. Where the workplace harassment is sexual in nature (eg sexual advances or behaviour such as inappropriate touching or lewd comments about someone's appearance), it is "sexual harassment". Sexual harassment is unlawful even where it is committed by someone who does not work for us. It is therefore not something we tolerate or expect staff to tolerate.

### Procedure

9. If you are the victim of workplace bullying or harassment (or you believe others may be), you should not ignore it but should inform your Line Manager or First Point of Contact (or, if they are implicated, another appropriate person). This will help us to address the behaviour and ensure a workplace where staff, volunteers and mission partners are safe.
10. We recognise the courage it can take to raise concerns. For all concerns you raise in good faith, our aim is to support you and protect you from victimisation.
11. If you feel able to do so, you should make the perpetrator aware that their behaviour is unwelcome. Informal discussion can lead to greater understanding and agreement that the behaviour will cease. If you would prefer that someone else do this on your behalf, please make your Line Manager aware.
12. Where informal discussion is not appropriate or does not resolve the issue, it will be investigated.
13. The process to be followed will be in line with the Grievance Procedure, but will take

into account the particular sensitivity of the issue.

14. We will treat matters, where possible, in confidence including complying with requests for anonymity.
15. Where it is considered that there may have been bullying or harassment, appropriate action will be taken. This may include a formal Disciplinary Process, where the perpetrator is an employee.

Adopted 21/01/26

William Brown - Head of Personnel