



Bullying and Harassment Policy

Everyone will be treated with dignity and respect at In-Spire Sounds. Bullying and harassment of any kind are in no-one's interest and will not be tolerated in the workplace; this includes bullying or harassment of staff by visitors to In-Spire Sounds. This policy applies to all trustees, volunteers and staff on and off the premises. Bullying and harassment will be treated as a disciplinary offence.

Bullying and Harassment explained

Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace, where actions or comments are viewed as demeaning and unacceptable to the recipient.

It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. It may be face to face or in written or verbal communications. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

Examples of bullying/harassing behaviour include:

- Spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of race, sex, age, disability, sexual orientation and religion or belief)
 - Copying confidential information that are critical about someone to others who do not need to know
 - Ridiculing or demeaning someone - picking on them or setting them up to fail
 - Exclusion or victimisation
 - Unfair treatment
 - Overbearing supervision or other misuse of power or position
 - Unwelcome sexual advances - touching, standing too close, the display of offensive materials
 - Making threats or comments about job security without foundation
 - Deliberately undermining a competent worker by overloading and constant criticism
- Legitimate, constructive and fair criticism of an employee's performance or behaviour at work is not bullying. An occasional raised voice or argument is not bullying.

Bullying and harassment are not only unacceptable on moral grounds but may, if unchecked or badly handled, create serious problems:

- Poor morale and poor employee relations
- Loss of respect for peers or managers
- Poor performance
- Lost productivity
- Absence
- Resignations
- Damage to organisational reputation
- Tribunal and other court cases and payment of unlimited compensation

Procedures

Complaints of bullying and/or harassment, or information from staff relating to such complaints, will be dealt with fairly, confidentially and sensitively using the general format set out in In-Spire Sounds safeguarding policy.

Investigation

Complaints will be taken seriously and investigated promptly, objectively and independently. The Chair of trustees will take relevant steps to make sure the complaint is raised with the board immediately, and any further actions required, will be made efficiently.

Contact Details

In-Spire Sounds Designated Safeguarding Lead: Kingsley Pratt Boyden
Email: in.spire.sounds.uk@gmail.com
Tel: 07724 064478

Independent complaints:

If you wish to make a complaint about any of our staff please contact Agya Poudyal (our chair of trustees)

Email: agyapoudyal@gmail.com

Please note that complaints about Agya are made to the Designated Safeguarding Lead

The policy must be reviewed and updated at least every 12 months

This policy was updated on: 06/06/2022