



A Helping Hand to Asylum Seekers & Refugees

BJP Bullying And Harassment Policy

Statement Of Intent

BJP recognises that all staff, volunteers and BJP have the right to be protected from all forms of bullying and harassment. BJP have made a commitment to protect all staff, volunteers and BJP from, and as an organisation will not tolerate, any form of bullying or harassment. Bullying and harassment are disciplinary offences and any individual found to have carried out any form of bullying or harassment will be subject to the complaints procedure.

BJP is also aware that on occasion an individual may communicate or work with others in a manner that could be interpreted as bullying or harassment, where possible BJP will offer informal discussions, support and training to overcome this.

Responsibility and implementation

BJP has overall responsibility for the implementation and monitoring of this policy. This policy will form part of the induction process for new staff, volunteers and BJP. Where the organisation identifies a need, training will be provided to staff, volunteers and BJP.

All staff, volunteers, clients and visitors at BJP are expected to act in accordance with this policy. Any suspected case of bullying or harassment will be investigated by the BJP in line with the complaints procedures of BJP.

Definitions And Examples Of Unacceptable Behaviour

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

Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Direct discrimination occurs when a person is dealt with less favourably than others simply because of his/her colour, marital status, disability, race, social class, nationality, ethnic or national origin, sexual orientation, religious beliefs, political beliefs, trade union membership

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or non-membership where these factors are not relevant to employment or access to services.

Indirect discrimination occurs when a requirement or condition is applied which would make it more difficult for some individuals or groups to fulfil than for others, and where this requirement or condition cannot be shown to be justifiable.

BJP will not tolerate any form of bullying or harassment. Listed below are some examples of unacceptable behaviour, however this list is not exhaustive and BJP will investigate all alleged cases of bullying and harassment.

- Spreading malicious rumours, or insulting someone (particularly on the grounds of race, sex, disability, sexual orientation and religion or belief).
- Copying memos 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, display of offensive materials.
- Making threats or comments about job security without foundation.
- Deliberately undermining a competent worker by overloading and constant criticism.
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

Sexual harassment is unacceptable behaviour which is based on your sex and which is unreasonable, unwelcome or offensive.

Staff, volunteers and clients are expected to avoid and discourage actions such as the following, which will be regarded as forms of sexual harassment:

- unwelcome sexual attentions.
- suggestions that sexual favours may bring an advantage, or refusal may hinder it
- lewd, suggestive or over-familiar behaviour.

Racial harassment is any racially based, hostile or offensive act or expression by a person or persons of one ethnic origin, against a person or persons of another, and includes in its definition any incitement of others to commit such an act.

Staff and volunteers of BJP are expected to avoid and discourage actions such as the following, which will be regarded as forms of racial harassment:

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- physical assault for racial motives
- verbal abuse and threats of a racist nature
- racist insults, jokes or graffiti
- racist comments
- refusal to co-operate with people because of their ethnic origins
- ridicule of an individual's or group's cultural differences
- wearing, carrying, distribution or attempted distribution of racist material.

Victimisation occurs when a person is treated less favourably or is discriminated against because she / he has pursued or intends to pursue their rights in respect of alleged discrimination. BJP will ensure that individuals are protected from victimisation.

Bullying and harassment are not necessarily face-to-face, they may be by written communications, email, text, telephone, social media &c,

Complaints

Any member of staff, volunteer or BJP who feels that they are being bullied or harassed should follow the grievance procedure. All complaints will be dealt with in the strictest confidence in a fair and sensitive manner.

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