



# **Anti-Bullying & Harassment Policy**

August 2023

*Infinity Boat Club, Moat Street, Stockton-on-Tees. County Durham, TS18 3AZ  
Registered Company number: 14246886 Registered Charity number: 1202600.  
[info@infinityboatclub.com](mailto:info@infinityboatclub.com)*



## **Anti-Bullying and Harassment Policy**

1. Infinity Boat Club (IBC) is committed to encouraging and maintaining good employee relations within a working environment. Everyone in IBC and those who have dealings with IBC have a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others. In addition to the obligations placed upon both employers and employees by equality and human rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively, competently and confidently.

### **Scope**

This policy applies to all staff, board members and session coaches, regardless of rank or position. The policy, in addition, covers the behaviour of staff outside working hours which may impact upon work or working relationships.

2. IBC has a “zero tolerance” policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

### **Key Principles**

3. IBC will provide and sustain a safe working environment in which everyone is treated fairly and with respect. Those working with or taking part in Infinity Boat Club activities must not encounter: harassment; intimidation or victimisation on the basis of gender; race; colour; ethnic or national origin; sexual orientation; marital status; religion or belief; age; disability; offending background; or any other personal characteristic.

Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention. All employees have a responsibility to act as role models, pro-actively addressing instances of bullying and harassment.

### **Definition of terms**

Harassment may be defined as any conduct which is:

- unwanted by the recipient;
- is considered objectionable;
- causes humiliation, offence, distress or other detrimental effect

Harassment may be an isolated occurrence or repetitive; it may occur against one or more individuals.



Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour;
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language;
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities

Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting.

**Bullying includes but is not limited to:**

- Conduct which is intimidating, physically abusive or threatening;
- Conduct that denigrates, ridicules or humiliates an individual, especially in front of colleagues;
- Picking on one person when there is a common problem;
- Shouting at an individual to get things done;
- Consistently undermining someone and their ability to do the job;
- Setting unrealistic targets or excessive workloads;
- “cyber bullying” i.e. bullying via e-mail or social media. (This should be held in mind where employees are working remotely and are managed through online means. Care and sensitivity should be practised with regard to the choice of context and language);
- Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines

Harassment and bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

### **Raising a concern**

Any employee who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with their line manager, provided that they feel able to do so. Should the issues not be resolved at this stage, or the employee feels unable to raise the issue informally, then a formal resolution should be sought.

Employees should refer to the Grievance Procedure in the Employee Handbook for further information on making a formal complaint.

When a complaint of harassment or bullying is brought to the attention of a manager at any level, whether informally or formally, prompt action will be taken to investigate the matter. Corrective action will be taken where appropriate and this may require an investigation under IBC Grievance or Disciplinary Procedures.



If it is considered that one of the parties concerned in a harassment or bullying case should be moved from their current workplace, then as a matter of principle IBC will normally remove the alleged perpetrator rather than the complainant. However, the final decision on who should be moved will reflect the particular circumstances of the case and advice from senior management. It should be noted and explained to those concerned that the moving of either party is not an implication of guilt or culpability and no detriment to either party will be construed as a consequence.

All matters relating to the investigation of complaints of harassment or bullying will be treated in confidence to the best ability of those managing the issue. For example, the alleged perpetrator must be made aware of the complaint, as must any witnesses to the incident. Any breach of confidentiality outside of necessary party involvement may render those responsible liable to disciplinary actions.

No employee will be victimised or suffer detriment for making a complaint of harassment or bullying and no manager shall threaten either explicitly or implicitly that an employee's complaint will be used as the basis for decisions affecting that employee. Similarly, managers are required to act on any complaint of harassment or bullying. Failure to do so will be regarded as misconduct which if proven, will result in disciplinary action.

This policy and procedure will be reviewed periodically giving due consideration to any legislative changes.

### **Key Contacts**

While your line manager should be your first point of contact, this might not always be possible, find below, alternative contacts should you need to report a harassment or bullying issue.

1. Keith Brown - CEO [kbrown@infinityboatclub.com](mailto:kbrown@infinityboatclub.com)
2. Michele Holdsworth - Welfare Officer [welfare@infinityboatclub.com](mailto:welfare@infinityboatclub.com)
3. Stephen Peel Chair of Trustees [speel@infinityboatclub.com](mailto:speel@infinityboatclub.com)