

Children in Crossfire Bullying & Harassment Policy

What is the meaning of Bullying and Harassment?

Bullying is a deliberate, hurtful behaviour towards another person that is usually repeated over a period of time. The outcome is always painful and distressing for the victim or survivor. Harassment is any unwanted conduct related to the following protected social identities:

- Age;
- Sex;
- Sexual Orientation;
- Disability;
- Gender reassignment;
- Marital or civil partnership status;
- Pregnancy and maternity;
- Race;
- Religious belief or political opinion;
- Sexual orientation.

Bullying and Harassment may be verbal, non-verbal, written, physical or subtle. Examples of unacceptable behaviour include, but are not limited to, the following:

1. Unwelcome sexual advances and other conduct of a sexual nature;
2. Subjection to obscene or other sexually suggestive or racist comments or gestures;
3. The offer of rewards for going along with sexual advances or threats for rejecting sexual advances;
4. Jokes or pictures of an offensive nature;
5. Demeaning comments about an employee's appearance;
6. The use of nick names related to an employee's race, colour, ethnic origin, nationality, religious belief, political opinion, pregnancy, sex, sexual orientation, gender reassignment, age, marital/civil partnership status or disability;
7. Picking on or ridiculing an employee, isolating an employee or excluding him or her from social activities or relevant work related matters;
8. Creating an intimidating, hostile, degrading, humiliating or offensive environment for an employee.

Children in Crossfire will take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religious belief, political opinion, pregnancy, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. The organisation will not condone any form of harassment, whether engaged in by employees or by outside third parties who work with the organisation.

Employees have a duty to cooperate with the organisation to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the organisation's disciplinary procedure against any employee found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work statement will be treated as gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Every employee has a responsibility to bring to the attention of the Executive Director, any suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as gross misconduct in accordance with the Company's disciplinary procedure.

Complaints Procedure

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The organisation will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular race, colour, ethnic origin, nationality, national origin, religious belief, political opinion, pregnancy, sex, sexual orientation or age or from employees who have undergone gender reassignment, are married, have entered into a civil partnership or have a disability.

The organisation's grievance and disciplinary procedure will be applied to all allegations of bullying, harassment and discrimination. Serious breaches of the equal opportunities and dignity at work statement will be treated as gross misconduct and could render the employee liable to summary dismissal.