

Friends of Dinosaur Isle (FODI)

Bullying and Harassment Policy



FODI Policy:

It is the policy of FODI that everyone will be treated with dignity and respect. Bullying and harassment of any kind is in no-one's interest and will not be tolerated; this includes bullying or harassment of anyone that FODI members interact with at the museum or at events organised by the museum or FODI. This policy applies to all Trustees, members, and volunteers whilst working on behalf of FODI or the museum. Bullying and harassment will be treated as a serious offence.

What is Bullying and Harassment?

Harassment in general terms is unwanted conduct affecting the dignity of men and women, 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. It may take place in private or in public. 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 communications, electronic (e)mail or phone, however, whatever form it takes, it is unwarranted and unwelcome to the individual.

For further guidance see: www.gov.uk/workplace-bullying-and-harassment

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 documents 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;
- ✓ deliberately undermining a competent member by overloading and constant criticism;

Legitimate, constructive and fair criticism of performance or behaviour is not bullying, an occasional raised voice or argument is not bullying.

Procedures:

Any complaints of bullying and/or harassment, or information relating to such complaints should be passed to any member of the FODI trustee committee. The complaint will be dealt with fairly and confidentially and sensitively by the FODI trustee committee.

Complaints will be taken seriously and investigated promptly, and objectively by discussion at a meeting of the FODI trustees. Decisions will then be made as to what action needs to be taken. If appropriate, the matter will be dealt with informally; sometimes people are not aware that their behaviour is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease.

Counselling and Mediation:

Counselling or mediation may be considered, particularly after investigation where it may be useful to help resolve the issue or help support the person accused as well as the complainant.

Why do we need to take action?

Bullying and harassment is not only unacceptable on moral grounds but may, if unchecked or badly handled, create serious problems such as damage to FODI's reputation or court cases and potentially payment of unlimited compensation.

Action by Trustees Committee:

The Trustee committee is clear about the standards of behaviour expected of FODI members and will set a good example in their own behaviour and ensure that individuals are fully aware of their responsibilities to others.

Serious misconduct:

In cases which appear to involve serious misconduct, and there is reason to separate the parties, a short period of suspension from attending the museum or FODI events by the alleged bully/harasser may need to be considered while the case is being investigated. When somebody makes an unfounded allegation of bullying and/or harassment for malicious reasons the case will be investigated and dealt with fairly and objectively by the trustee committee members.

Change Record:

Date of Change:	Changed By:	Comments:
	MH	Policy approved by the Trustees

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