



## Bullying and Harassment Policy

Everyone will be treated with dignity and respect in CCAA. Bullying and harassment of any kind are in no-one's interest and will not be tolerated. This policy applies to all Trustees, Committee Members, and Volunteers of CCAA.

### What are Bullying and Harassment?

**Harassment**, in general terms is unwanted conduct affecting the dignity of individuals 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 communications, electronic (e)mail, phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public. For further guidance see: [www.gov.uk/workplace-bullying-and-harassment](http://www.gov.uk/workplace-bullying-and-harassment)

### Procedures

Complaints of bullying and/or harassment will be dealt with fairly and confidentially and sensitively using the format set out in CCAA's Complaints Policy.

### Investigation

Complaints will be taken seriously and investigated promptly, objectively and independently. Decisions can then be made as to what action needs to be taken.

### Informal Action

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.

### Formal Action

More serious cases of bullying or harassment will also be dealt with under CCAA's Complaints Procedure. Where bullying or harassment amounts to gross misconduct, dismissal from the organisation without notice may be appropriate.

**Agreed by Committee at a meeting on:** 15<sup>th</sup> September 2024

### Review Record

Review Date:	Reviewed By:	Comments:
September 2027		