

# PREVENTION OF HARASSMENT POLICY

## STATEMENT OF THE POLICY

Derbyshire Carers Association is committed to creating a positive working environment, which is free from harassment and in which every employee and volunteer is treated with respect and dignity.

Derbyshire Carers Association has a legal obligation to its employees, trustees and volunteers to ensure a safe working environment. In compliance with this, it operates a policy and culture of zero tolerance.

Any incidents in which employees, trustees and volunteers are abused, threatened or assaulted in circumstances relating to their work is unacceptable and will not be tolerated.

Harassment is an unacceptable behaviour at work and will be treated as misconduct, which may include gross misconduct warranting dismissal. All employees, trustees and volunteers must comply with this policy.

## DEFINITION OF HARASSMENT

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment may take many forms. It can range from extreme forms such as violence to less obvious actions such as persistently ignoring someone at work. The following, though not an exhaustive list, may constitute harassment:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander
- isolation or non-cooperation at work, exclusion from team social activities
- intrusion by pestering, spying, following etc.
- coercion for sexual favours and pressure to participate in political or religious groups; and
- **Bullying;**



## **WORKPLACE BULLYING**

Workplace bullying is inappropriate, offensive behaviour, which is often an abuse of power or position. It can be direct or indirect, either verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of work being carried out for DCA which could reasonably be regarded as undermining the individual's right to dignity at work.

The following examples may constitute bullying:

- threats, abuse, teasing, gossip and practical jokes
- humiliation and ridicule
- name calling, insults, devaluing with reference to age, physical appearance

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it.

## **EMPLOYEES, TRUSTEES AND VOLUNTEER'S RESPONSIBILITIES**

All employees trustees and volunteers have a responsibility to help create and maintain a working environment that respects the dignity of employees and volunteers. You should be aware of the serious and genuine problems that harassment can cause, ensuring that your behaviour is beyond question and could not be considered in any way to be harassment. You should discourage such behaviour by making it clear that you find it unacceptable and by supporting colleagues if they are experiencing harassment and are considering making a complaint. You should alert a Manager to any incidents to enable Derbyshire Carers Association to deal with the matter.

If you need to report any cases of Harassment and do not feel comfortable doing so to your Line Manager or any other Manager you may email a member of the Board of Trustees, starting with members of the HR Sub Group;  
jane.yeomans(Trustee)@derbyshirecarers.co.uk  
[Kevingoughhas@gmail.com](mailto:Kevingoughhas@gmail.com)

This will then be investigated and will follow the grievance procedure.

## **MANAGERIAL RESPONSIBILITY**

Managers have a responsibility to ensure that harassment does not occur in work areas for which they are responsible. They will be responsive and supportive to any member of staff or volunteer who makes a complaint, provide full and clear advice on the procedure to be adopted, maintain confidentiality in all cases and ensure that there is no further problem or any victimisation after a complaint has been resolved.

Adopted by the Board February 2025 – Due for review February 2027

Our Managers are trained to recognise behaviours which may amount to harassment and to intervene. Refresher Training will take place Bi-Annually (every 2 years.)

We will assess the risk of harassment in the workplace and keep our risk assessment under regular review. We encourage you to come forward with any areas in which you believe harassment protection could be improved. Please let your Line Manager or the Business and Administration Manager know.

You are encouraged to report any harassment you are a victim of, or witness, in accordance with this Policy.

We want to create a work place which is free of harassment. This objective extends beyond acts of harassment by those working for us to harassment by third parties such as service users, visitors or suppliers. We will take active steps to prevent third-party harassment of staff. Action may include warning notices to service users or recorded messages at the beginning of telephone calls.

If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include, warning the harasser about their behaviour, banning them from our premises and reporting any criminal acts to the police.

## **PROCEDURE FOR DEALING WITH ALLEGED HARASSMENT**

If you believe that you have been the subject of harassment, you should, in the first instance, ask the person responsible to stop the behaviour, as it is unacceptable to you. Person to person reproof at an early stage will often be sufficient to stop the behaviour, which is causing the offence without involving third parties.

If you decide to make a formal complaint you should do so through the Grievance Procedure as soon as possible after the incident has occurred. All complaints will be handled and monitored in a timely and confidential manner. You will be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly. If the investigation reveals that your complaint is valid, prompt attention and action designed to stop the behaviour immediately and prevent its recurrence will be taken.

You will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee, trustee or volunteer for complaining about harassment is a disciplinary offence.

Whilst this procedure is designed to assist genuine victims of harassment, you should be aware that if you raise complaints, which are proven to be deliberately false, you will become subject to proceedings under the Disciplinary and Dismissal Procedure.

