

## Live Active Leisure

### BULLYING & HARASSMENT

#### INTRODUCTION

Live Active Leisure [the Company] aims to provide a safe working environment for all ***Our People***,

We want ***Our People*** to be free from the threat of Bullying and Harassment and to be treated with respect and dignity. The Company will not tolerate any less favourable treatment of any person on the grounds of:

Sex  
Sexual orientation  
Gender Reassignment  
Race  
Religion or Belief  
Age  
Disability  
Pregnancy and Maternity  
Marriage and Civil Partnership

It should be noted that all ***Our People*** have a personal responsibility for the implementation of this policy and to ensure that they treat others with the respect and dignity that they expect to be treated with themselves.

All allegations of harassment will be dealt with sensitively, thoroughly, promptly and, where possible, in confidence.

It is important for ***Our People*** to note that harassment on any of the grounds listed above is unlawful, and both the Company and the harasser may be legally liable.

The Company will ensure that this policy is communicated to all ***Our People*** and will provide training for them at induction and at regular intervals thereafter.

#### WHAT IS BULLYING?

Bullying can be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying is a form of psychological harassment. It is intimidation that serves to undermine self-esteem, confidence, effectiveness and integrity. The Company recognises that all Employees have the right to work in an environment free from the threat of bullying and any reported instances of bullying will be treated seriously by the Company and investigated fully. Examples of bullying include;

- Continual and undeserved criticism
- Arbitrary and inconsistent demands
- Imposing unreasonable deadlines
- Shouting, swearing and the use of offensive language

#### WHAT IS HARASSMENT?

Harassment may take many forms, from "banter" to actual physical violence. It may be repeated behaviour, or in serious cases, may involve only a single incident. It can include unwelcome physical, verbal and even non verbal conduct.

Below is a list of examples of harassment although the list is not exhaustive.

- Insults, derogatory comments, ridicule, pranks or “jokes” of a sexual, racial or religious nature or regarding someone’s age or disability
- Lewd or suggestive comments about appearances or personal life and sexual activities
- Inappropriate body contact
- Display or circulation of sexually suggestive material (e.g. pin-ups), or racist material
- Requests for sexual favours, including the threat of dismissal, loss of promotion for refusal
- The issuing of menial or demeaning tasks simply on the grounds of someone’s age or disability
- Isolation or non co-operation at work and exclusion from social activities

The above are examples only of what may be considered inappropriate. It must be borne in mind that it is for each individual to determine what behaviour is acceptable to them and what they consider offensive. Even if the Employee’s conduct is not purposefully intended to harass a colleague or to make them feel uncomfortable the Employee should bear in mind that it is the effect their conduct has on the colleague which is important.

## WHAT IS VICTIMISATION?

**Our People** have the right to raise grievances and to raise issues relating to discrimination or bullying in good faith and to have these matters investigated. Where an Employee raises issues in good faith they will not suffer any detriment or victimization by virtue of raising their grievance or complaint with management.

## SOCIAL MEDIA

In line with the Company’s Social Media Policy, forms of online Bullying and Harassment are also covered within this Policy.

## HOW THE POLICY WILL BE APPLIED

Any Employee who feel that they are being harassed, or are uncomfortable about an aspect of the work environment should make it clear to the harasser that the behaviour is unacceptable. The Company recognises that the Employee may feel unable in some cases to approach the harasser directly, and advice can be sought from management [or Human Resources] on how the matter can be dealt with informally.

If any informal approaches are ineffective, or in the cases of serious harassment or bullying, Employees should bring a formal complaint in writing under the Company’s Grievance Procedure. In view of the sensitivity of the complaint, the Employee may wish to approach the Human Resources Department at first instance directly rather than their immediate line manager.

Any Employee who is accused of harassment or bullying will be dealt with under the Company’s Disciplinary Procedure. Depending on the nature of the complaint, it may be necessary to temporarily transfer the alleged harasser to another department, or where this is not possible to suspend him or her on full pay.

All parties involved in any complaint are expected to respect the need for confidentiality during the resolution of any complaints, and disciplinary action may be taken against any party who breaches this.

Where an Employee is found guilty of an act of harassment or bullying, he or she will be dealt with in terms of the Company’s Disciplinary Procedure. In serious cases of harassment or bullying, the harasser may be summarily dismissed.

No detriment will occur against any Employee who brings a complaint of harassment or bullying, unless it can be shown that the complaint was brought in bad faith or spitefully. In this case, the Employee will be dealt with through the Company’s Disciplinary Procedure.

## SUPPORT AND ADVICE

An employee being harassed or victimised can seek support and advice from any of the following:

- Their supervisor or Line Manager.
- The HR & Administration Manager or any member of the Senior Management Team.
- Their Trade Union Representative.
- Any other employee of the Company who may also act as their representative.

Information and advice on the procedure for harassment and the Company's Grievance, Disciplinary and Appeals procedures are available from the sources listed above.

## WHAT ELSE EMPLOYEES SHOULD DO IN CASES OF BULLYING AND HARASSMENT

### KEEPING A RECORD

To ensure that it is possible to be accurate at a later date, anyone who feels they have been harassed or victimised should keep a note, if possible in a diary. The following details would be helpful:

- Date of Incident
  - Time of Incident
  - Place of Incident
  - Name of person who is bullying and/or harassing them, if known
  - What actually happened
  - How person being bullied and/or harassed felt at the time
  - Name of anyone else present at the time
- or
- Management may also consider referral to the Employee Counselling Service for either or both parties

### REVIEW

Management should continue to review the situation informally following the conclusion of the procedure. This should ensure that there is no retaliation or on-going victimisation against either party.