



Gala Water Archive - Anti-harassment and bullying Policy

Gala Water Archive (GWA) is a Scottish Charitable Incorporated Organisation, SCO52917.

Introduction

The GWA recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.

Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

Purpose

- The GWA recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' and volunteers' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
- The GWA deplores all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees and volunteers. The aim of this policy is to inform employees and volunteers of the type of behaviour that is unacceptable and provide employees and volunteers who are the victims of personal harassment with a means of redress.

- This policy covers all areas of the organisation.
- The GWA recognises that it has a duty to implement this policy and all employees and volunteers are expected to comply with it. The GWA will also endeavour to review this policy at regular intervals to monitor its effectiveness.

Examples of personal harassment:

Personal harassment takes many forms and individuals may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one individual towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

These examples are not exhaustive and action at the appropriate level will be taken against any individual within the GWA committing any form of personal harassment.

Examples of sexual harassment:

Sexual harassment can take place in many forms and can go undetected for a period of time where individuals do not understand that particular behaviour is classed as sexual harassment.

Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one individual towards another and examples of sexual harassment include:

- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- unwelcome touching of a sexual nature
- displaying sexually suggestive or sexually offensive writing or material

- asking questions of a sexual nature
- sexual propositions or advances, whether made in writing or verbally.

Examples of victimisation:

Victimisation takes place when an individual is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any individual who supports or assists another individual to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment:

The GWA operates a zero-tolerance policy in relation to harassment perpetrated against any of its employees or volunteers by a third party, such as a client/customer or visitor to the organisation. All employees and volunteers are encouraged to report any and all instances of harassment that involve a third party in line with the GWA's reporting procedure, as outlined below.

If the GWA finds that the allegation is well-founded, the GWA will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from organisation premises
- reporting the individual's actions to the police.

In addition to this, the organisation will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

Responsibilities:

Employee responsibilities:

The GWA requires its employees/volunteers to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees/volunteers should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

Any form of harassment or victimisation may lead to disciplinary action for both employee or volunteer. This includes:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the GWA outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

A breach of this policy by will be treated as a disciplinary manner

Employer responsibilities:

The GWA will be responsible for ensuring all members of the organisation understand the rules and policies relating to the prevention of harassing and bullying behaviour. The GWA will promote a professional and positive workplace whereby individuals are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

Where an incident is witnessed, or a complaint is made under this policy, the GWA will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

Complaining about harassment and/or bullying:

Informal method:

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal method:

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Community Archivist as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

Where it is not possible to make the formal complaint to the above-named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to any other Board Trustee.

On receipt of a formal complaint, we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

On conclusion of the investigation, which will normally be within [insert number] days of the meeting with you, a report of the findings will be submitted to the manager who will hold the grievance meeting.

You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or friend and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

You will be able to put your case forward at the meeting and the manager will explain the

outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Chair of the Board of Trustees within twenty-eight (28) days of receiving the outcome.

Email: riddelldorothyO@gmail.com

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.

Gala Water Archive is committed to ensuring employees/ volunteers are not discouraged from using this procedure and no employee/volunteer will be victimised for having brought a complaint.

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	GWA	06/07/2024