

Boston Indoor Bowling Club

Boston Indoor



Bowling Club

**DISCRIMINATION, BULLYING, HARASSMENT
AND VICTIMISATION POLICY**

1 STATEMENT

The Boston Indoor Bowling Club Limited is an equal opportunities employer. It is their policy to ensure that no employee, or job applicant, receives less favourable treatment on the grounds of their sex, sexual orientation, marital status, race, religion or belief, age, creed colour, ethnic origin, disability or any other grounds as listed in the Equality, Diversity and Inclusion Policy, nor is disadvantaged by any conditions or requirements which cannot be shown to be justified. The Boston Indoor Bowling Club Limited believes that all staff should be treated with dignity and respect and views discrimination, bullying, harassment and victimisation as serious matters which contravene the Boston Indoor Bowling Club Limited's Equality, Diversity and Inclusion Policy. The Boston Indoor Bowling Club Limited is fully committed to the elimination of all forms of discrimination, bullying, harassment and victimisation, and considers it essential that all employees are also committed to the implement of policies in this area in order for them to be effective.

The fundamental principle underpinning this policy is that discrimination, bullying, harassment and victimisation will not be tolerated. Any perpetrator of such action leaves themselves vulnerable to sanctions from the Boston Indoor Bowling Club Limited up to and including dismissal from employment.

2 INTRODUCTION

The Boston Indoor Bowling Club Limited recognises that discrimination, bullying, harassment and victimisation can create a threatening and intimidating work environment which can adversely affect the job performance, health and well-being of employees.

The purposes of this policy is to provide proper redress for individuals facing discrimination, bullying, harassment and victimisation and to assist in identify and dealing with these issues, in line with the Boston Indoor Bowling Club Limited's Equality, Diversity and Inclusion Policy. This policy will help to promote fair treatment and good working relations within the Boston Indoor Bowling Club Limited workforce.

This policy will be made available to all employees in the Boston Indoor Bowling Club Limited. All employees are required to comply with it. Acts of discrimination, bullying, harassment and victimisation will not be tolerated by the business.

3 SCOPE

This policy is designed to support all staff who feel they have suffered from discrimination, bullying, harassment and victimisation. It has been drawn up as part of the Boston Indoor Bowling Club Limited's Equality, Diversity and Inclusion Policy and applies particularly to the groups identified in the policy, ie discrimination, bullying, harassment and victimisation on the grounds of sex (including marital status, pregnancy and childcare responsibilities), race (including colour, nationality and ethnic origin), religion or belief, disability, sexual orientation, age, mental health or learning disability.

This policy applies in relation to discrimination, bullying, harassment and victimisation by an employee/employees against another employee/employees.

4 DEFINITIONS

For the purposes of this code of practice:

4.1 Discrimination

Discrimination is defined as an act which has the effect of treating a person less favourable than another on the grounds of sex, race, religion or belief, disability, sexual orientation, age, mental health or learning disability.

4.2. Harassment

Harassment is viewed as a particularly aggravating form of discrimination and includes unwanted and unwelcome comments, looks, actions, materials, suggestions or physical contact that are found objectionable and/or offensive, including all forms of bullying, that may create an intimidating, hostile, degrading, humiliating or offensive working environment. This can be one or more incidents.

4.3. Bullying

Bullying is the intimidation or belittling of someone, often through the misuse of power or position, which leaves the recipient feeling hurt, upset, vulnerable or helpless. It is sometimes inextricably linked to harassment. Bullying is not restricted to those in positions of power. It may also occur because minorities or those deemed as vulnerable or weak are bullied by the majority or by those who perceive themselves to be stronger.

4.4 Victimization

Victimization is defined as an act of discrimination or harassment against a person because it is suspected or known that that person has made an allegation on any of the grounds stated in Section 3 or given evidence or information regarding the allegation.

5 RELATIONSHIP WITH THE DISCIPLINARY PROCEDURE

This policy is separate from the disciplinary process. It is to be used in all cases described above and an investigation will normally be carried out into a complaint made by a member of staff under this procedure, if appropriate. The disciplinary procedure may then be used, following the results of the investigation under this procedure. Alternatively, an incident may be so serious, or may have been witnessed personally by the Manager, or there may be sufficient evidence that the Manager may wish to go straight to the disciplinary process.

6 EXAMPLES OF DISCRIMINATION, BULLYING, HARASSMENT AND VICTIMISATION

6.1. Discrimination

This can occur with or without the individual's awareness that it is taking place, and would include giving unequal consideration or treatment to people in areas such as recruitment, training or promotion; attitudes which ostracise or encourage others to ostracise; and inducing or attempting to induce other employees to treat a person

unfairly.

6.2. Harassment

6.2.1 Verbal Harassment

Statements, remarks, jokes or innuendoes which are derogatory, or which ridicule or insult a person on the grounds stated; the use of threatening or obscene language; making verbal sexual advances; and attempts to stir up hatred or discontent against particular groups.

6.2.2 Physical Harassment

Assault, as in physical attack; actions which are intimidating or which ridicule, discomfort or embarrass individuals including, but not only, invasion or personal space, making sexual advances in a physical manner; and making threats against an individual or group.

6.2.3 Offensive Materials

Displaying or distributing materials which degrade or offend or the writing/painting of insults, including pornographic pictures and magazines; badges or other insignia whose purpose is to create hatred or discontent; graffiti; the defacing of notices referring to the promotion of equal opportunities or related issues.

This list is neither exclusive nor exhaustive, and other forms of behaviour can also constitute discrimination, bullying, harassment or victimisation.

6.3 Bullying

Bullying may include derogatory name calling; mimicry or ridicule; insults; exclusion from the normal workplace conversation or social events; spreading malicious rumours; unfair allocation of work or responsibilities; incitement of others to commit these offences.

6.4 Victimisation

Any type of unacceptable behaviour, which is directly in retaliation against the party or parties to a complaint, is victimisation. The examples listed in 6.1 and 6.3 would be included, as would complaints under the Boston Indoor Bowling Club Limited's Raising Concerns at Work Policy.

6.5 Knowledge of Offence

Employees will be notified of the definition and forms of discrimination, bullying, harassment and victimisation through the distribution of this policy. New employees will be informed through the induction process.

7 RESPONSIBILITIES UNDER THIS PROCESS

The Boston Indoor Bowling Club Limited has certain legal responsibilities in relation to discrimination, bullying, harassment and victimisation which can be unlawful under the following legislation:

- Sex Discrimination Acts 1975 and 1986
- Race Relations Act 1976
- Employment Protection (Consolidation) Act 1978
- EEC Resolution 1990 on 'The Protection of Dignity of Women and Men at Work'
- Employment Rights Act 1996
- Disability Discrimination Act 1996
- Public Interest and Disclosure Act 1998
- Employment Relations Act 1999

In addition, the Boston Indoor Bowling Club Limited has moral obligations to ensure fair treatment in all areas of its responsibilities, and aims to achieve this through the Equality, Diversity and Inclusion Policy and related policies and procedures.

All managers have a particular responsibility to maintain a working environment where staff are treated with dignity and respect and are free from discrimination, bullying, harassment and victimisation. Managers will be responsible for ensuring that these do not occur in work areas for which they are responsible. Managers are also responsible for ensuring that all employees and third parties are informed about the policy and procedure on discrimination, bullying, harassment and victimisation, and that these are disciplinary offences. All managers should take prompt actions to stop discrimination, bullying, harassment and victimisation as soon as it is identified.

All employees of the Boston Indoor Bowling Club Limited have a personal responsibility to treat other staff members, and those whom they come into contact with in the work environment, with dignity and respect and to ensure a working environment free from discrimination, bullying, harassment and victimisation, thereby safeguarding themselves from breaching this code.

8 WHEN THIS POLICY AND PROCEDURE SHOULD BE USED

This policy and procedure should be used by all individuals or groups who are suffering from any actions of discrimination, bullying, harassment and victimisation, or who are offended by acts which may not be personally directed towards them, eg pin-ups (see Section 6). This also includes all forms of discrimination in recruitment, training and promotion, salaries, wages and other conditions of employment. (However, employees are urged to seek early advice from their trade union, or elsewhere, on all of these issues, since they may also wish to consider legal or other action.)

If a manager witnesses an incident of discrimination, bullying, harassment and victimisation, they should challenge the individual/s concerned as soon as possible after the event and then follow the disciplinary procedure.

This procedure is intended for use by employees suffering discrimination, bullying, harassment and victimisation in the workplace from other employees of the Boston Indoor Bowling Club Limited.

An employee must raise an issue of discrimination, bullying, harassment and victimisation on his or her own behalf. No person or persons may raise a complaint of discrimination, bullying, harassment or victimisation on behalf of a second party.

9 ADVICE AND SUPPORT

It is recognised that being the subject of discrimination, bullying, harassment and victimisation, and making a complaint, can be extremely distressing experiences. No employee needs to suffer in silence and all employees are urged to seek help, support and advice available within the Boston Indoor Bowling Club Limited. An employee who is suffering, or who has suffered, from discrimination, bullying, harassment and victimisation can seek advice from within or outside of the business. Employees are recommended to seek advice from their immediate line manager in the first instance.

The Boston Indoor Bowling Club Limited may also nomination a Director who is responsible for responding to complaints under this policy.

Copies of this policy should be made freely available to employees and can be obtained from the Administration Office.

10 REVIEW AND MONITORING

This policy will be reviewed and amended within two years as part of the programme of policy review.