

Nuneaton Dog Training Club

PREVENTION OF BULLYING AND HARASSMENT

Statement of Policy

Nuneaton Dog Training Club (NDTC) is committed to encouraging and maintaining good member relations within the club environment. Everyone in NDTC and those who have dealings with the NDTC has a responsibility to maintain good relationships and not use words or deeds that may harm the wellbeing of others.

In addition to the obligations placed upon both Committee Members and Members by equality and human rights legislation, everyone has the right to be treated with consideration, fairness, dignity, and respect.

Nuneaton Dog Training Club (NDTC) policy applies to all members within the organisation in addition, covers the behaviour of staff outside Club hours which may impact upon relationships with members and Committee.

NDTC has a “zero tolerance” policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

Key Principles

Harassment may be defined as any conduct which is:

unwanted by the recipient

is considered objectionable

causes humiliation, offence,

distress or other detrimental effect

- Harassment may be an isolated occurrence or repetitive; it may occur against one or more individuals. Harassment may be, but is not limited to:
 - Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
 - Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
 - Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities.
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- **Bullying** is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to:
 - Conduct which is intimidating, physically abusive or threatening
 - Conduct that denigrates, ridicules or humiliates an individual, especially in front of colleagues
 - Humiliating an individual in front of colleagues
 - Picking on one person when there is a common problem
 - Shouting at an individual to get things done
 - Consistently undermining someone and their ability to do the job

- **“Cyber bullying”** i.e., bullying via e-mail or social media. (This should be borne in mind where members are working remotely. Care and sensitivity should be practised regarding the choice of context and language).

Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines.

Harassment and bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

Any member who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with a club officer if they feel able to do so. Should the issues not be resolved at this stage, or the member feels unable to raise the issue informally, then a formal resolution should be sought.

When a complaint of harassment or bullying is brought to the attention of a club officer at any level, whether informally or formally, prompt action must be taken to investigate the matter. Corrective action must be taken where appropriate, and this may require an investigation under NDTC rules.

All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. Any breach of confidentiality in this regard may render those responsible liable to disciplinary actions (Data Protection Act 2018).

However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.

No member will be victimised or suffer detriment for making a complaint of harassment or bullying and no member shall threaten either explicitly or implicitly that a member's complaint will be used as the basis for decisions affecting that member. Such conduct will be treated as a very serious disciplinary offence.

Similarly, Committee Members are required to act on any complaint of harassment or bullying. Failure to do so will be regarded as misconduct

All complaints of harassment or bullying whether raised formally or informally must be notified by the recipient of the complaint to NDTC Chairperson by most appropriate means without undue delay.

APPENDIX 1

PROCEDURE

Informal Resolution

Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.

Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded. A note should be made of the action taken and the matter notified to the committee. An individual who is made aware that their behaviour is unacceptable should:

- Listen carefully to the complaints and the concerns raised.
- Respect the other person's point of view; everyone has a right to an environment free from harassment/intimidation;
- Understand and acknowledge that it is the other person's reaction/perception to another's behaviour that is important;
- Agree the aspects of behaviour that will change review their general conduct/behaviour

Formal Resolution If the alleged harassment continues, the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent use of the informal procedure, a complaint should then be raised formally.

Normally, details of the complaint should be submitted in writing to the committee. However, if the member feels unable to do this, they should submit the complaint in writing to the Chairperson. In exceptional circumstances, allegations may be raised directly with the President

When dealing with a complaint of harassment under the Formal Resolution Procedure, the relevant Committee Member should:

- Take full details of the incidents in writing from the complainant
- Take full details from any witnesses/other complainants who come forward and may have witnessed the alleged behaviour
- Inform the alleged harasser of the complaints against him/her,
- Keep all parties informed of expected timescales.
- Inform all parties in writing of the outcome and any action that may be required.
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NDTC Committee will consider: -

- a. A Verbal Warning recorded
- b. A Written Warning
- c. A Second Written warning if appropriate
- d. Special General Meeting with a view to revoking membership

This policy and procedure will be reviewed periodically giving due consideration to any legislative changes