

Anti-Harassment & Bullying Policy

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Table of Contents

1. Aims	3
2. Policy.....	3
3. What type of treatment amounts to bullying or harassment?	3
4. Reporting Concerns	4
5. Disclosure and Confidentiality.....	4

1. Aims

The Danbury Volunteer Group (DVG) aims to provide support to residents of Danbury during the Coronavirus pandemic when needed and help to the Danbury Medical Centre with its Vaccination Programme.

We are committed to having a workplace which is free from harassment and bullying and to ensure that anyone who comes into contact with us in the course of our volunteer work, are treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability. Striving to ensure that the voluntary work environment is free of harassment and bullying and that everyone is treated with dignity and respect is central to ensuring equal opportunities in employment.

This policy is intended to support this commitment in practice and to provide guidance to volunteers on how to deal with concerns of bullying or harassment.

2. Policy

We will not tolerate bullying or harassment at DVG, whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying.

We will take appropriate action if any of our volunteers are bullied or harassed by the people we are supporting or other volunteers.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that a volunteer has been harassed or bullied by a resident, DVG may consider no longer providing support to that resident. If, after an investigation, we decide that a volunteer has been harassed or bullied by another volunteer, DVG may consider removing that volunteer from DVG.

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Volunteers have a responsibility not to make false allegations. If a false allegation is made in bad faith, DVG may consider removing that volunteer from DVG.

3. What type of treatment amounts to bullying or harassment?

Bullying or harassment is something that has happened that is unwelcome, unwarranted and causes a detrimental effect. If volunteers complain they are being bullied or harassed, then they have a grievance which must be dealt with regardless of whether or not their complaint accords with a standard definition. For further information, please refer to [ACAS guidance](#).

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All volunteers must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of a volunteer's behaviour.

4. Reporting Concerns

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour you should report the incident in confidence to Mandy Hessing or Stephanie Smith. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a resident:

If you are being bullied or harassed by someone with whom you come into contact through volunteering, please raise this with Mandy Hessing or Stephanie Smith. We will then decide how best to deal with the situation, in consultation with you.

What you should do if you are being Bullied or Harassed by a volunteer:

If you are being bullied or harassed by another volunteer, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask Mandy Hessing or Stephanie Smith to do this on your behalf or to be with you when confronting the perpetrator(s).

It may be possible for Mandy Hessing or Stephanie Smith to have this conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

5. Disclosure and Confidentiality

We will treat personal data collected during this process in accordance with our Data Protection Policy.