

**Community Tech Hub**  
**Anti Bullying & Harassment Policy**

The purpose of this policy is to ensure that all CTH members and volunteers are treated with dignity and respect, free from bullying or harassment at work. It sets out examples of the type of conduct that may constitute as bullying or harassment and the Company's commitment to eliminating such conduct.

Where bullying or harassment is shown to have taken place it will be dealt with under the CTH Disciplinary Procedure as a form of misconduct. In some cases, it may be treated as gross misconduct leading to summary dismissal for those responsible.

**Definitions of bullying and harassment**

Bullying may be characterised as offensive, intimidating, exclusion or isolation, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

A protected characteristic is defined by the Equality Act 2010, (please see the [CTH Equal Opportunities Policy](#) for further information)

Bullying or harassment may be by an individual against another person, or involve a number of people. It may be clearly noticeable, or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome to the individual.

**Legislative framework**

The Company has a duty to provide its workers with a safe place and system of work under the Health and Safety at Work Act 1974. This includes a workplace free from bullying and harassment. The Equality Act 2010 makes it unlawful to discriminate against someone on the basis of a protected characteristic; a protected characteristic is defined as, age, disability, gender reassignment, marriage & civil partnership, race, religion & belief, sex or sexual orientation.

In some cases individuals can be held legally liable for harassing either colleagues or third parties (including customers), and may be ordered to pay compensation.

**Who is covered by the policy?**

This policy covers every individual working for the Company or at any of our premises irrespective of their status or level.

**Examples of harassment include:**

(Please also refer to the [Equal Opportunities Policy](#))

- Verbal abuse relating to a person's protected characteristics;
- Offensive jokes or pranks related to a person's protected characteristics;
- Lewd or suggestive comments;
- Requests for dates or sexual favours after it has been made clear they are unwelcome;
- Unnecessary and unwanted body contact;
- Threatened or actual assault or violence;

- Deliberate exclusion from conversations or work activities on the basis of relating to a person's protected characteristics;
- The display of inappropriate images or words;
- The display of inflammatory or abusive literature or graffiti.

**Examples of bullying include:**

- Shouting at, being sarcastic towards, ridiculing or demeaning others;
- Physical or psychological threats;
- Overbearing and intimidating levels of supervision;
- Inappropriate and/or derogatory remarks about a worker's performance;
- Abuse of authority or power by those in positions of seniority;
- Unjustifiably excluding colleagues from meetings or communications.

Please note these lists are not exhaustive.

Bullying or harassment can occur both in the workplace itself and in settings outside the workplace, such as business trips, events or social functions whether organised for or on behalf of the Company or informally among the workforce.

**Managing Performance or Conduct**

Please also note that the legitimate management of a CTH members performance or conduct will not constitute as bullying or harassment. The Company may have a need to constructively criticise a members performance or behaviour / conduct; or make reasonable requests of a member in the course of their employment.

**Resolving bullying or harassment**

If you believe you are the subject of bullying or harassment you should follow the procedure set out under the Discrimination and Harassment Procedure (under our [CTH Equal Opportunities Policy](#)).