



## **BULLYING IN THE WORKPLACE POLICY**

1.1 As a charity working towards equal opportunities, Leeds Baby Bank are committed to ensuring that all trustees, employees and volunteers are treated with dignity and respect whilst working in the workplace.

1.2 Leeds Baby Bank are committed to creating an environment of positive working relationships based on mutual respect. Every trustee, employee and volunteer has a responsibility to implement this policy by creating a good working environment and by managing people in a professional and caring manner.

1.3 Bullying in the workplace is regarded as unacceptable behaviour and will be dealt with under the disciplinary procedures. Leeds Baby Bank will take positive steps to investigate all complaints in a sensitive and supportive manner.

1.4 Leeds Baby Bank shall ensure that all trustees, employees and volunteers are made aware of this policy and that appropriate training will be provided to members holding managerial and supervisory posts.

1.5 The Policy provides for staff to seek redress through either an informal or formal process as the individual prefers, and in appropriate cases management will initiate formal disciplinary action.

1.6 This Policy is not intended and may not be used to inhibit or limit management in their legitimate role or authority.

## **2. Definition**

2.1 For the purposes of this Policy the Leeds Baby Bank have adopted the following definition

"Intimidation on a regular and persistent basis which serves to undermine the competence, effectiveness, confidence and integrity of the bully's target. The bully misuses their power, position or knowledge to criticise, humiliate and destroy a subordinate, colleague or even their own boss." (Elaine Bennett - Industrial Society).

### **3. Introduction**

3.1 Unlike the Sex Discrimination, Disability Discrimination and Race Relations Acts there is no employment law which deals specifically with Bullying at Work.

3.2 The above Acts, however, do require employers to prevent unlawful discrimination. It follows, therefore, that if the bullying involves elements of sexual, disability or racial harassment then it can be dealt with under the appropriate measures within Leeds Baby Bank. 3.3 This document sets out a procedure for dealing with those instances of bullying that are not covered by other policies.

3.4 Examples of bullying might include:

a) Making malicious and/or derogatory remarks about a colleague. b) Unreasonably excluding a colleague from a normal workplace activity e.g., a meeting which they would expect to participate in. c) Setting objectives with impossible deadlines. d) Shouting or swearing at or humiliating a colleague.

### **4. Scope**

4.1 This guidance to the Policy shall apply to all trustees, employees and volunteers.

### **5. Supportive Measures**

5.1 It is Leeds Baby Banks intention to follow a programme of education with all staff to eliminate bullying.

5.2 In addition, it expects management and supervisors to take note of the following proposals when assessing any situation where bullying has, or is considered might, manifest itself.

### **6. Departmental Action to Assist in the Prevention of Bullying**

6.1 The Bullying in the Workplace Policy will be incorporated into the following existing general training courses, i.e.

a) grievance and discipline b) induction and such other programmes as deemed

appropriate.

6.2 Specific actions which can be taken by departments are:

- a) planning and organising work to prevent victimisation.
- b) making it clear that bullying cannot be accepted in the workplace.
- c) providing early mechanisms for the detection of signs of bullying e.g. incorporate into corporate training programme courses.
- d) implementing counter measures without delay if signs of bullying become apparent e.g., recognising whilst undertaking general risk assessments; management intervention when observed or reported.
- e) have in place the mechanism to provide rapid help and support for trustees, employees or volunteers who are subjected to bullying tactics e.g., a published system for dealing with individual instances; maintenance of confidentiality where appropriate; treating all instances seriously; using the mechanisms set up to support victims of violence.
- f) to remind all trustees, employees and volunteers that bullying at work is regarded as unacceptable behaviour and will be dealt with under the disciplinary procedures.

6.3 Leeds Baby Bank considers bullying to be an organisational issue and managements have a duty to organise work and work environments so that they do not provide a climate suitable for bullying to flourish.

## **7. What to do when an Allegation of Bullying Occurs**

### **7.1 Management Action**

7.1.1 To assess whether the matter may be resolved through informal mechanisms or whether, because of the serious nature of the case, it is to be referred immediately for consideration under the disciplinary procedures.

7.1.2 Take appropriate action to ensure that operational requirements are met pending the resolution of the matter. Extreme caution needs to be exercised in the physical placement of the individuals. It could be seen to be unfair and seen to be judgemental if either was removed from the immediate workplace.

### **7.2 Trustee, Employee or Volunteer Action**

Staff who consider that they are being bullied have the right to seek a resolution either by informal or formal mechanisms.

### **7.2.1 Informal Mechanisms**

It may be the trustee, employee or volunteer concerned does not feel able to speak to the alleged perpetrator alone, in which case support/assistance can be provided by another colleague, manager, trustee or trade union representative.

Hopefully, an informal approach such as this will correct the situation and the bullying will stop. Where it does not, or where the bullying is of a more serious nature, the employee should follow the formal mechanisms mentioned in 7.2.2 below.

### **7.2.2 Formal Mechanisms**

Where a complaint of bullying has not been resolved through informal mechanisms the complaint should be submitted in accordance with the arrangements outlined in the Leeds Baby Banks Grievance and Complaints of Discrimination Procedure and the same provisions, stages and appeal procedures will apply. In accordance with the Grievance/Discrimination Procedure, where the allegation of bullying is against a supervisor, manager or trustee, the trustee board will appoint a trustee to deal with the case.