

HINCKLEY HOMELESS GROUP

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Harassment and Bullying Policy

Harassment and Bullying Statement

Hinckley Homeless Group aims to provide an environment free from any form of harassment, intimidation and bullying. We aim to have an environment where individuals are confident in resolving any issue of harassment or bullying without fear of ridicule or reprisal.

The group seeks to create the conditions in which all employees, volunteers, residents and other third parties are treated with dignity and respect; where cultural diversity and difference is valued, and where all can contribute to their full potential.

Hinckley Homeless Group recognises that any form of harassment and subsequent victimisation or recrimination is unacceptable, and will not tolerate or condone such behaviour, regardless of who is involved. Neither will the group condone harassment or intimidation by employees directed towards anyone else e.g. residents or contractors, or by these parties directed towards Hinckley Homeless Group employees and volunteers.

Hinckley Homeless Group will take all reasonable practical steps to resolve complaints of harassment, bullying or victimisation fairly, quickly and discreetly.

Established behaviours can result in an unwelcoming environment for someone who is different. Our aim is inclusion.

We all have different tolerances of other's behaviour. This may be based on differences in age, sexuality, background, disability or race, this list is by no means exhaustive. Our aim is to avoid behaviour that has a detrimental effect on another.

The application of this policy and the standards of behaviour set out also extend beyond the project premises to any project-related occasion. Where it is within the control of the group to do so, the group will take action as appropriate to prevent or resolve behaviour that is contrary to this policy. This includes those occasions involving third parties, which would not otherwise have occurred had it not been for a person's connection with Hinckley Homeless Group.

Duties and responsibilities.

Employees and volunteers.

Hinckley Homeless Group has a duty to protect colleagues from harassment whilst at work, and in circumstances where they are in attendance because of their work – including off-site training sessions, travel on company business and company social events, under the following UK legislation, which is not exhaustive.

- The Sex Discrimination Act
- The Race Relations Act
- The Disability Discrimination Act
- The Human Rights Act
- Health & Safety at Work etc. Act

Harassment and Bullying can result in an employee or volunteer suffering stress, which could result in damage to their health. The Health and Safety at Work etc. Act places a duty of care to provide a safe working environment for all workers.

The responsibility for the development, review, monitoring and approval of the Harassment and Bullying Policy rests with the Management Committee.

Specifically, the Management Committee is responsible for:

- Ensuring that the Harassment and Bullying Policy is implemented and complied with at any facility under the charge of Hinckley Homeless Group.
- Ensuring that Harassment and Bullying issues are resolved as appropriate.
- Ensuring that any learning from any issues is incorporated in the Harassment and Bullying policy and associated procedures.
- Ensuring that all complaints concerning Harassment and Bullying against the service are investigated and dealt with appropriately and within time scales specified in the Complaints Procedure.
- Ensuring that the Harassment and Bullying Policy is subject to full review on a regular basis, not to exceed a period of 3 years.
- Approving any amendments to the Harassment and Bullying Policy.
- The Management Committee will consider a monitoring report annually, in April or May, that will cover all actions taken by staff (or Management Committee) under the approved Harassment and Bullying procedure and guidance, during the previous 12 months.

The responsibility for implementation of the Harassment and Bullying Policy devolves to the Project Manager.

Specifically, the Project Manager is responsible for:

- Ensuring that the policy is implemented and observed. This includes taking action by informally counselling any employee volunteer or resident whom they observe adopting behaviour that runs counter to our policy and objectives.
- Practising zero tolerance of harassment and bullying behaviour through their own leadership behaviour.
- Communicating the policy to employees, volunteers and residents.

- Ensuring that, once they know of a complaint of harassment and bullying, that action (informal or formal) is taken to resolve the issue.
- Investigating any complaints of harassment and victimisation against third parties e.g. customers / contractors etc.
- Resolving the complaint as quickly as possible.
- Passing complaints that cannot be resolved to the Management Committee where appropriate.
- Reporting harassment and bullying Issues to the Management Committee.

Whilst the aim of this policy is to draw attention to, and thereby prevent, all forms of offensive behaviour, any breach of this policy could render the person(s) responsible liable for disciplinary action.

In addition to the responsibilities outlined above, the Project Manager and the Management Committee have responsibility for:

- ensuring that any complaint is dealt with fairly and quickly through either the informal or formal resolution procedures as detailed in the Harassment and Bullying Procedure and Guidance.
- offering mediation between the complainant and the alleged perpetrator(s) where this is considered an effective means of resolving a complaint.

All Employees have a personal responsibility to create a working environment that is free from discrimination, harassment and bullying and not to behave in a manner that could have a detrimental impact on another's ability, well-being and confidence to carry out their work.