

SPEADA is committed to creating a culture that protects employees' dignity irrespective of their race, ethnic background, sex, sexual preference, age, disability or disfigurement, political or religious views, trade union membership, or on any other grounds.

Employees/volunteers must understand that harassment towards another worker, whether on grounds of sex or race or otherwise, may result not only in dismissal but also in a criminal conviction.

Employees/volunteers must treat all colleagues and third parties with dignity and respect within the guidelines of this policy and raise any issues of personal harassment in accordance with the procedure.

*Definition: 'Harassment means 'any form of unwanted verbal, non-verbal or physical conduct with the purpose or effect of violating the dignity of a person and creating an intimidating, hostile, degrading, humiliating or offensive environment. (EU Equal Treatment Directive). It refers to behaviour that is unsolicited, is personally offensive and that fails to respect the rights of others or fails to recognize the impact that the behaviour may have. Behaviour acceptable to one person may not be acceptable to another.'*

#### INAPPROPRIATE BEHAVIOUR

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The following are examples of inappropriate behaviour:

##### VERBAL CONDUCT

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Unwelcome advances, propositions or remarks, innuendoes, lewd comments or abusive language that is sex or race based or which refers to a person's age, disability, sexuality, religion or personal appearance.

##### NON-VERBAL CONDUCT

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The display of pornographic or suggestive pictures, objects or written materials; making abusive or offensive gestures, displaying racially offensive written or visual material including graffiti; other unacceptable non-verbal conduct that belittles a person for whatever reason.

##### PHYSICAL CONDUCT

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Includes unnecessary touching, patting or pinching, or brushing against another employee's body; assault; coercing sexual intercourse, physical threats, insulting or abusive behaviour or gestures.

## INFORMAL PROCEDURE

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Employees/volunteers who believe that they have been treated in a way that threatens their dignity should in the first instance try to deal with the matter informally. Recipients of harassment should remember that sometimes distress is caused inadvertently, and the person responsible may be unaware of the effect of his or her behaviour. Employees/volunteers who experience behaviour that they find upsetting or which causes offence are encouraged to make this clear to the individual concerned at an early stage. This will give the individual the opportunity to recognize the effect of his or her behaviour and to change it. Where possible the individual involved should be told that his or her behaviour is upsetting and unwanted and that it must stop. This may be done face to face or in writing or may, if appropriate, involve the employee's lead worker as mediator. The employee should keep a written record of incidents, including time, date, place, a full description of what happened, the names of individuals concerned and any witnesses to the incident(s). Where the above steps have failed, an employee/volunteer may wish to refer the matter to his/her lead youth worker on a confidential basis. The lead youth worker may be able to speak to the individual informally. Where the individual concerned is the lead youth worker, the employee/volunteer should discuss his/her concerns with the charity committee, who will then discuss the matter with lead youth worker. The committee will treat any such concerns in strictest confidence and no action will be taken without consulting the employee/volunteer.

## FORMAL PROCEDURE

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Should the informal procedure outlined above fail, the employee/volunteer should raise a formal grievance under the Grievance Procedure. Where the complaint relates to the employee/volunteer's lead youth worker, the complaint should be made to the next level manager. Following an investigation into a complaint of harassment, if appropriate, the disciplinary procedure may be instigated (see Disciplinary Procedure).

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Signed:	
Print name:	
Position:	
Date:	
On behalf of:	
Telephone no:	
Email:	