



Bullying, Sexual Harassment and Anti-Discrimination Policy

Version 1.0

Approval

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1. Introduction

1. BrAshA-T believes that all people should work in an environment free from bullying and understands that workplace bullying is a threat to the health and wellbeing of its staff, volunteers and customers.
The charity is committed to eliminating, so far as is reasonably practical, all forms of workplace bullying by maintaining a culture of openness, support, and accountability.
2. BrAshA-T will fiercely defend the right of every volunteer to perform their work without being subjected to sexual harassment. Board Members and Charity Event organisers are responsible for providing an environment that is supportive of this aim.
It is the obligation and responsibility of every board member and volunteer to ensure that the workplace is free from sexual harassment and victimisation. Everyone working for the charity is responsible for the care and protection of our people and for reporting information about suspected sexual harassment.
BrAshA-T is fully committed to its obligation to prevent and eliminate sexual harassment in the workplace.
3. BrAshA-T Ataxia Telangiectasia Limited (BrAshA-T) endorses diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, whether covered by applicable legislation or not, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups.

2. Purpose

BrAshA-T is committed to ensuring a safe working environment by fostering positive working relationships between volunteers and the community, with zero tolerance of bullying, harassment or discrimination. This document sets out BrAshA-T's policy against these and outlines the governance structures, responsibilities and processes that have been established to give effect to this policy.

3. Policy

3.1. Bullying

What is Bullying?

Workplace bullying is where a person or a group of people, is subjected to repeated behaviour (other than sexual harassment) that:

- Is unwelcome and unsolicited
- Creates a risk to health and safety

- A reasonable person would consider to be victimising, humiliating, intimidating or threatening.

Bullying is a regular pattern of behaviour, or system of abuse, directed at a person over a period of time. It may or may not escalate in severity and it may occur between any classification level of employee and includes customers, volunteers and contractors.

Occasional differences of opinions, conflicts and problems in working relationships are sometimes unavoidable. However, when the behaviour is ongoing, unreasonable and offensive or threatens a person's wellbeing, then it can be classified as bullying and will not be tolerated.

Examples of bullying

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours

Board of Directors responsibility with bullying

- Be aware of the inappropriate workplace or charity event behaviours and their effects on individuals and be proactive in its prevention
- Lead by example by modelling appropriate standards of professional behaviour
- Ensure safe and healthy working conditions for volunteers
- Intervene early to resolve issues before they escalate to ensure that all volunteers are protected and feel psychological safe when volunteering for the charity

Bullying Policy

BrAshA-T has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that volunteers and other people are not exposed to health and safety risks.

BrAshA-T accepts and acts on its duty of care. Any reported allegations of bullying related to the charity will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties. All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

3.2. Sexual Harassment

What is sexual harassment?

Sexual harassment includes any unwelcome conduct of a sexual nature that is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way. It includes uninvited physical intimacy such as touching in a sexual way, uninvited sexual propositions, or remarks with sexual connotations.

It has nothing to do with mutual attraction or consensual behaviour.

Sexual harassment will not be tolerated in any charity volunteer related context which includes, but is not limited to, charity activities, events, conferences and interactions with stakeholders.

Examples of sexual harassment

- Unwelcome physical touching
- Sexual or suggestive comments, jokes or innuendo
- Unwelcome requests for sex or sexual favours
- Intrusive questions about a person's private life
- Comments about a person's appearance or physical attributes
- The display of sexually explicit material such as posters or pictures
- Unwanted invitations to go out on dates
- Staring or leering
- Sexually based insults or taunts
- Sexually offensive communications, including telephone calls, letters, emails, text messages, screensavers and social media broadcasts of a sexual nature

Board of Directors responsibility with sexual harassment

- Ensure sexual harassment is not present or condoned within any charity related work or events.
- Ensure volunteers who submit a complaint or are a witness to an alleged incident are not discriminated or mistreated in any way.
- Ensure a duty of care to provide assistance and support to volunteers affected by sexual harassment and are encouraged to utilise support networks

Sexual harassment Policy

BrAshA-T will not tolerate sexual harassment or victimisation under any circumstances. Responsibility lies with every Director and Event Organiser to ensure that sexual harassment and victimisation does not occur.

All volunteers are expected to behave in a safe, respectful and inclusive manner in any charity related activity. No one at any level should subject any volunteer or charity stakeholder to any form of sexual harassment or victimisation.

A breach of this policy may result in disciplinary action, up to and including termination from the Board or from the charity as a volunteer.

BrAshA-T strongly encourages any volunteer who feels they have been sexually harassed, victimised, or believes they have observed such behaviour, to take immediate action. If they feel comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The volunteer should identify the harassing or victimising behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops. However, given the seriousness of sexual harassment and victimisation, we recommend that this discussion happens in consultation with the charity President. Alternatively, or in addition, they may report the behaviour in writing. Once a report is made the Board of Directors will determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment or victimisation will be treated seriously and promptly with sensitivity. Such reports will be treated as confidential to the extent reasonably practicable.

Complainants have the right to have a support person.

The respondent also has the right to have a support person during any investigation, as well as the right to respond fully to any formal allegations made.

3.3. Discrimination

What is Discrimination?

Discrimination occurs when someone is treated less favourably than others because they have a particular attribute or belong to a particular group of people.

Discrimination also occurs when an unreasonable policy or condition which applies across the board impacts more on a person or group because of a certain characteristic.

Examples of discrimination

- sex
- relationship status
- pregnancy
- parental status
- breastfeeding
- age
- race
- impairment
- religious belief or religious activity

- political belief or activity
- trade union activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities
- association with, or relation to, a person identified on the basis of any of the above attributes

Board of Directors responsibility with discrimination

- Ensure discrimination is not present or condoned within any charity related work or events.
- Ensure volunteers who submit a complaint or are a witness to an alleged incident are not mistreated in any way.
- Ensure a duty of care to provide assistance and support to volunteers affected by discrimination and are encouraged to utilise support networks
- Promote a culture of effective policy compliance across the charity
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

Discrimination Policy

BrAshA-T does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps.

The charity will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.