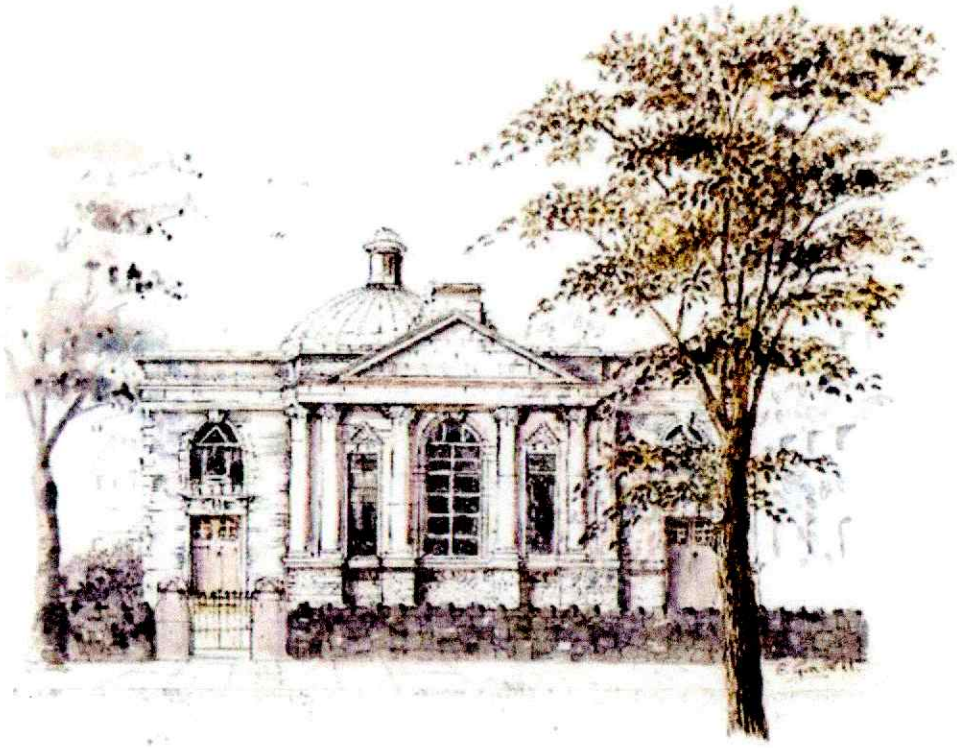
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ANTI-HARASSMENT & BULLYING POLICY

Last Review Date: 24th September 2026

Next Review Date: 24th September 2027

Anti-Harassment and Bullying Policy - Emmanuel Church, Llandudno

1. About This Policy

Emmanuel Church is dedicated to fostering a working environment that is free from harassment and bullying. All staff members and volunteers are expected to treat others, and be treated, with dignity and respect at all times.

This policy applies not only to incidents that occur within the workplace, but also to those that take place outside of it, such as during business trips, work-related events, or social functions connected to work. The policy covers bullying and harassment by all staff, including consultants, contractors, and agency workers, as well as by third parties such as customers, suppliers, or visitors to our premises.

It should be noted that this policy does not form part of any employee's contract of employment, and Emmanuel Church, Llandudno reserves the right to amend it at any time. Additionally, the Bullying and Harassment Policy is kept under regular review to ensure its continued relevance and effectiveness.

2. What Is Harassment?

Harassment refers to any unwanted physical, verbal, or non-verbal behaviour that is intended to, or has the effect of, violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. It is important to recognise that even a single incident can constitute harassment.

Harassment also includes situations where someone is treated less favourably because they have previously submitted or refused to submit to such conduct.

Unlawful harassment may be of a sexual nature, or may relate to age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation. However, harassment is unacceptable even if it does not relate to any of these specific categories.

Examples of harassment may include, but are not limited to:

- Unwanted physical conduct or "horseplay", such as touching, pinching, pushing, or grabbing;
- Unwelcome sexual advances or suggestive behaviour, even if the person responsible believes their actions to be harmless;
- Offensive emails, text messages, or content shared on social media;
- Mocking, mimicking, or belittling an individual's disability.

It is also possible for someone to be harassed even if they are not the intended target. For instance, a person might be offended by racist jokes about a different ethnic group if those jokes create an offensive environment.

3. What is Bullying?

Bullying is characterised by behaviour that is offensive, intimidating, malicious, or insulting, and involves the misuse of power. Such behaviour can leave individuals feeling vulnerable, upset, humiliated, undermined, or threatened. Power does not necessarily refer to a position of authority; it can also involve personal strength or the ability to coerce through fear or intimidation.

Bullying can manifest in physical, verbal, or non-verbal conduct, and may include, for example:

- Physical or psychological threats;
- Overbearing and intimidating levels of supervision;
- Inappropriate derogatory remarks regarding someone's performance.

It is important to distinguish bullying from legitimate, reasonable, and constructive criticism of an employee's or volunteer's performance or behaviour, or reasonable instructions given during the course of employment. Such actions, on their own, do not constitute bullying.

4. If You Are Being Harassed or Bullied

If you believe you are being subjected to harassment or bullying, you should consider whether you feel able to address the issue informally with the individual responsible. Clearly explaining that their behaviour is unwelcome or makes you uncomfortable may resolve the matter.

If you find it too difficult or embarrassing to address the matter directly, you should speak to your line manager, who can offer confidential advice and support in resolving the issue, either informally or formally.

If informal steps are not appropriate or have not been successful, you should raise the matter formally under the Grievance Procedure.

Complaints will be investigated promptly and in confidence. The investigation will be conducted by someone with appropriate experience who has not previously been involved in the matter, wherever possible. Details of the investigation, as well as the identities of both the complainant and the person accused, will only be shared on a "need to know" basis. Consideration will also be given to whether any measures are needed to manage the ongoing relationship between you and the person accused during the investigation.

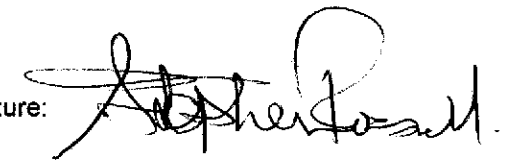
Once the investigation has been completed, you will be informed of the outcome. If it is found that you have been harassed or bullied by a staff member or volunteer, the issue will be addressed under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the person responsible is a third party, such as a customer or visitor, appropriate action will be taken to deal with the problem. Regardless of the outcome, steps will be considered to manage any ongoing working relationship between you and the individual concerned.

5. Protection and Support for Those Involved

Staff or volunteers who make complaints or who participate in good faith in any investigation must not experience any form of retaliation or victimisation as a result. Any individual found to have retaliated against or victimised another in this way will be subject to disciplinary action under the Disciplinary Procedure.

6. Record-Keeping

Information relating to a complaint by or about an employee may be retained on that employee's personnel file, together with records of the outcome and any notes or documents compiled during the process. This information will be processed in accordance with the organisation's Data Protection Policy.

Signature: 

Date: 24/9/26