

## **Multitude of Voyces**

### **Anti-harassment and bullying Statement and Policy**

This policy should read in tandem with the charity's Media and Social Media Policy, Equality, Equity, Diversity and Inclusion Policy, Safeguarding Policy, Safe Recruitment Policy, Grievance and Disciplinary Policy, Whistleblowing Policy and (where relevant) the individual's role description and Agreement.

#### **Statement:**

This Policy relates to relationships between individuals or organisations carrying out agreed work for or on behalf of the charity, or those benefitting from its services. The charity will not engage with allegations of harassment or bullying which do not relate clearly to both individuals' (or organisations') working relationship within, or on behalf of, the charity.

The charity's work relies on good relations between all its personnel. Many of those personnel may have separate working relationships within or on behalf of other organisations; if an instance of harassment or bullying relates to those external situations the alleged victim and alleged harasser/bully must not raise their issues to the charity but must follow that other organisation/s' Anti-harassment and bullying Policy.

Harassment and bullying occur when one person's behaviour towards another is considered by that other person to be detrimental to their wellbeing: this does not relate to appropriate criticism of an individual's behaviour or proper performance management.

Bullying or harassment by or of any of the charity's personnel (including Beneficiaries) will not be tolerated and may be treated by the charity as a Disciplinary matter (see Grievance and Disciplinary Policy).

Multitude of Voyces is committed to having a workplace which is free from harassment and bullying. We make sure that everyone who comes into contact with the charity's work is treated with dignity and respect. All our Contractors, Project Partners, Volunteers and Beneficiaries are expected to adhere to this Policy when carrying out work on behalf of the charity.

## **Policy:**

Any allegations of harassment or bullying will be taken seriously, and investigations will be carried out promptly, sensitively, and as far as is possible, confidentially, within the boundaries of ICO guidance.

Where individuals (or the appropriate representative if the complainant or alleged perpetrator is an organisation) are confident and appropriately equipped to do so, they may in the first instance attempt to resolve the situation themselves, keeping careful written records as may be necessary if the matter cannot be amicably resolved.

If an individual believes they are being bullied or harassed relating to their role within or on behalf of the charity, or as a Beneficiary of the charity's projects, they may report the matter, preferably in writing, to the appropriate Director. That Director may take advice from one of the organisation's insurers or advisors (legal or professional) before responding to the Whistleblower or alleged victim or the Directors may consider together any necessary and appropriate action against the alleged harasser or bully.

If the complaint of harassment or bullying is made against the founding Director, the matter will be referred to one of the other Directors for independent investigation and attempted resolution and/or reconciliation.

If the Director, Directors or advisors (legal or professional) consider that there is a serious case to answer the charity's Disciplinary procedures may be followed, or, if the alleged abuse is of a criminal nature, the matter will be referred to the relevant authorities by one of the charity's Directors: if a criminal investigation occurs the charity Directors will be guided entirely by those with legal authority to do so.

Any individual or organisation found to have harassed or bullied an individual or organisation carrying out work for or on behalf of the charity, including its Beneficiaries, might be dismissed from their contract of work with immediate effect.