



West Lothian Wolves Anti-Harassment and Bullying Policy

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1 Policy Aims

We are committed to creating an environment free from harassment and bullying, where everyone is treated with dignity and respect. This policy sets out our aims and the procedure to be followed if you believe you have been subjected to harassment or bullying.

Bullying and harassment, including sexual harassment, are unlawful and will not be tolerated.

2 Who does this policy apply to?

This policy applies to all individuals who are members of our club, volunteers or participants who are subject to our club's programmes.

3 What does this policy cover?

This policy covers bullying or harassment by any individual working for us and by third parties such as customers, clients, suppliers or visitors to our club.

This policy covers bullying and harassment which occurs both in the club training or playing settings and outside of these settings, such as club trips, events or social functions which we have organised.

It also covers cyber-bullying, that is bullying, or harassment conducted via social networking channels, whether during working hours or otherwise and whether using our club's IT systems or equipment belonging to members of staff or volunteers.

4 What is harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating a person's dignity, or creating and intimidating, hostile, degrading, humiliating or offensive environment for them. Unlawful conduct may involve conduct of a sexual nature (sexual harassment) or it may be related to a protected characteristic such as age, disability, gender reassignment, race (including ethnic or national origin, nationality and colour), religion or belief, sex, and sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment also includes treating someone less favourably because they have submitted or refused to submit to harassment that is of a sexual nature or related to sex or gender reassignment.

Harassment can arise as a result of a single incident. A person can be harassed even if they were not intended target, or where they were the only person who found the conduct unwanted or offensive.

Examples of harassment include:

- Unwanted physical conduct ranging from unwelcome touching to assault;
- Unwelcome sexual advances or suggestive behaviour;
- Requests or demands for sexual favours;
- Sending or displaying material that is pornographic or offensive (including emails, text messages, video clips and images sent or posted on the internet);
- Racist, sexist, ageist or homophobic jokes or derogatory or stereotypical comments about an ethnic or religious group or gender;
- Sending material or making jokes or comments of a sexual nature, even if not directed at an individual;
- Mocking a person's disability;
- Outing or threatening to someone's sexuality;
- Offensive emails, text messages or social media content;

5 What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour involving an abuse or misuse of power that can make a person feel vulnerable, upset, undermined, humiliated or threatened.

Bullying can take the form of physical, verbal or non-verbal conduct.

Example of bullying include:

- Ridiculing or demeaning others, particularly junior colleagues;
- Physical or psychological threats;
- Using offensive or intimidating language on social networking sites;
- Overbearing supervision; and
- Unjustifiably excluding colleagues from meetings/communications/social networking groups

6 How should I raise a complaint of bullying or harassment?

If you believe that you are being harassed or bullied, think about whether you can raise the problem informally, explaining to the person responsible that the behaviour in question is not welcome and that it offends you or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to the club Safeguarding Officer. If the conduct continues, or if it is not appropriate to seek to resolve informally, you should follow the formal procedure set out in our Grievance Policy.

If you become aware of anyone else being harassed or bullied, you should report it to the club's Safeguarding Officer. This includes harassment or bullying of colleagues, customers, clients, suppliers and visitors.

7 Breaches of this policy

Everyone associated with our club as a duty to comply with this policy. Breaches of this policy will be dealt with under our Disciplinary Policy and, in serious case, may be treated as gross misconduct leading to removal from the club.

False allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

8 Disability

If any aspect of this policy causes you difficulty on account of a disability, please inform the club's Child Protection Officer.