

HCC Bullying and Harassment Policy



Policy Statement

1. Huntingdonshire Community Church (HCC) is committed to providing a safe, respectful, and inclusive environment for all individuals associated with our organisation, including employees, volunteers, members and visitors. We do not tolerate bullying, harassment, or any form of discriminatory behaviour, and we are committed to preventing and addressing such issues promptly and effectively.

Scope

2. This policy applies to all individuals involved with HCC, including but not limited to employees, volunteers, members, beneficiaries, donors, partners, and anyone representing the organisation in any capacity.

Definitions

3. **Bullying:** Bullying refers to any aggressive, intimidating, or harmful behaviour, whether verbal, physical, or psychological, which creates a hostile, offensive, or threatening environment. It may involve an abuse of power or authority.

4. **Harassment:** Harassment includes any unwelcome conduct or communication, often based on an individual's protected characteristics, for example race, colour, religion, or any other characteristics that may be protected by applicable law. Harassment can be verbal, non-verbal, or physical.

Procedures

5. Prevention

a. HCC will provide training and education on bullying and harassment to all employees, volunteers, and anyone associated with the organisation.

b. We will establish and communicate clear standards of behaviour and ethical guidelines to promote a respectful environment.

c. The organisation will foster a culture of open communication, where individuals are encouraged to report any concerns related to bullying or harassment.

6. **Reporting** If you experience or witness bullying or harassment within HCC, please follow these steps:

a. Report the incident as soon as possible to your immediate supervisor or line manager.

b. If you are uncomfortable reporting to your immediate supervisor, you may contact an elder, the Senior Leader or a member of the Board of Trustees.

7. **Investigation** Upon receiving a complaint, HCC will promptly investigate the matter. The investigation will be carried out impartially and confidentially. It may include interviews with all parties involved and any witnesses.

8. **Remedial Action** If it is determined that bullying or harassment has occurred, appropriate corrective actions will be taken. These actions may include, but are not limited to:

- Support for the victim
- Counselling and training for the offender
- Disciplinary measures, up to and including termination for employees or volunteers who engage in bullying or harassment

9. **Retaliation** HCC strictly prohibits retaliation against anyone who makes a good-faith report of bullying or harassment. Anyone found engaging in retaliatory actions will be subject to disciplinary measures.

10. **Monitoring and Review** This policy will be periodically reviewed and updated to ensure its effectiveness. It is essential that all employees, volunteers, and stakeholders are aware of the policy and receive training on it.

Compliance

11. Failure to comply with this policy may result in disciplinary action, up to and including termination or the termination of volunteer services. Legal actions may also be pursued when appropriate

12. This Bullying and Harassment Policy is in place to ensure the safety, well-being, and dignity of all individuals associated with HCC.