

# WITTERING PARISH COUNCIL

Bullying &  
Harassment Policy -  
POL-03

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## Introduction

The Wittering Parish Council comprises nine voluntary Councillors who represent a resident population of around 2,000 and they are supported by representatives of the Royal Air Force.

Our Policies and procedures have been developed to ensure that we provide full assurance on the integrity and conduct of our Parish Council, and its councillors.

## Policy Statement

In support of our value to respect others the Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

## Definitions

### Bullying

“Bullying may be characterized as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.”

### Harassment

Harassment is unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are from ACAS guidance and are behaviours unwanted by the recipient.

## Examples of unacceptable behaviour

Examples of unacceptable behaviour are as follows (this list is not exhaustive):

- insulting someone,
- ridiculing or demeaning someone,

- Spreading malicious rumours
- exclusion or victimisation
- overbearing supervision
- misuse of power,
- unwelcome sexual advances,

## Process for dealing with complaints of Bullying and Harassment

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then everyone can challenge the perpetrator and ask them to stop.

The parish council clerk is responsible for the investigation of any reports of bullying or harassment instigated by members of the council whilst conducting council business.

Note: False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Monitoring Officer.

## Exclusions

The council accepts no liability for acts of bullying or harassment that are conducted during the pursuance of non-council activities.

## Revision History

Version	Date	Changes	Author
Version 1.1	14/05/2023	Bullying & Harassment Policy	WPC
Version			