

## ANTI-BULLYING AND HARASSMENT POLICY

Chisenhale Art Place (CAP) is committed to providing all employees and members a healthy and safe work environment. CAP will ensure that procedures exist to allow complaints of bullying or harassment to be dealt with and resolved, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. CAP is committed to the elimination of all forms of bullying.

This policy applies to all employees and members (including trustees and member organisations) of CAP. It applies to activities within the Chisenhale Art Place building, at work related events and exhibitions, and while traveling on work related business.

There will be no recriminations for anyone who in good faith alleges bullying or harassment.

### DEFINITIONS:

#### **Bullying**

Bullying is the unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behaviour (see "mobbing" below). Some examples of bullying behaviour are:

#### Verbal communication

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumour and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

#### Manipulating the work environment

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

#### Psychological manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion

- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticising in public

Context is important in understanding bullying, and harassment, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. There is also a difference between giving information that the recipient may find unfavourable and harassment or emotional abuse.

While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying or harassment go unreported.

### **Harassment**

This is when the unwanted behaviour is related to one of the following:

- age
- sex
- disability
- gender (including gender reassignment)
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

### **Mobbing**

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behaviour, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behaviour.

### **CONSEQUENCES OF BULLYING AND HARASSMENT**

Bullying itself isn't against the law, but harassment is. Both are also unacceptable behavior because they breach principles of equality and fairness, and this frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

#### For those being bullied or harassed

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury.

### For the employer

Besides potential legal liabilities, the employer can also suffer because bullying can lead to:

- Deterioration in the quality of work
- Increased absenteeism
- Lack of communication and teamwork
- Lack of confidence in the employer leading to lack of commitment to the job

### For others at the workplace

People who witness bullying behaviours can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

## **RESPONSIBILITIES**

### **CAP Manager and Member Managers**

- Ensure that all employees, volunteers and members are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behaviour
- Respond promptly, sensitively and confidentially to all situations where bullying or harassing behaviour is observed or alleged to have occurred

### **Employees and volunteers**

- Be familiar with and behave according to this policy
- If you are a witness to bullying or harassment, report incidents to your line-manager, or to a CAP/CG/CDS trustee as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behaviour

### **Members**

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to the Arts Manager or CAPT Chair in the first instance and to the Chair of the AAC or Manager of member organisation as appropriate.
- Where appropriate, speak to the alleged bully(ies) to object to the behaviour

## **IF YOU THINK YOU HAVE BEEN BULLIED OR HARASSED**

- Any employee, volunteer or member who feels he or she has been victimised by bullying is encouraged to report the matter as detailed above in Responsibilities and in accordance with the Grievance Procedures.
- Where appropriate, an investigation to determine the facts and context will be undertaken by the Arts Manager or Member Manager, and/or the Chair of the

Board. In accordance with the CAP Grievance Procedure and the Breach of Rules & Regulations, the Chair of the AAC may also be included in investigations of bullying.

- If the report of bullying is supported by the investigation, then the incident will be regarded as misconduct and could lead to termination of membership, employment or trusteeship based on appropriate governing policy (employment contract, code of conduct for trustees, Breaches of Licence Agreement).
- If this doesn't work and a member or staff member is still being harassed, they can take legal action at an [employment tribunal](#).
- They could also call the Acas (Advisory, Conciliation and Arbitration Service) helpline for advice:
- **Acas helpline**  
Telephone: 0300 123 1100
- Acas has also produced a guidance leaflet on bullying and harassment. This is available online or from the CAP Arts Manager.

Reviewed April 2017

Agreed and signed:



**Dr Nigel P Brown**

Chair of the Board of Trustees, Chisenhale Art Place Trust

12<sup>th</sup> June 2017