

HARASSMENT AND BULLYING POLICY & PROCEDURE

INTRODUCTION

Many people in our society are victimized and harassed as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age, disability or general appearance.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favors, threatening behavior, and physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

We recognize that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating, and unpleasant working environment.

POLICY

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.

We have published these procedures to inform employees of the type of behavior that is unacceptable and provide employees who are victims of personal harassment with a means of redress.

We recognize that we have a duty to implement this policy and all employees are expected to comply with it.

EXAMPLES OF PERSONAL HARASSMENT

Personal harassment takes many forms and employees may not always realize that their behavior constitutes harassment. Personal harassment is unwanted by one employee towards another and examples of harassment include:

- Insensitive jokes and pranks.
- Lewd or abusive comments about appearance.
- Deliberate exclusion from conversations.
- Displaying abusive or offensive writing or material.

Castle Point Social Car Scheme Ltd
The Tyrrells Centre,
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- Unwelcome touching and
- Abusive, threatening or insulting words or behavior.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Procedure

COMPLAINING ABOUT PERSONAL HARASSMENT

Informal complaint.

We recognize that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice as a confidential helper. The person cannot be the Chairman, who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behavior is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal complaint

Where the informal approach fails or if the harassment is more serious you should bring the matter to the attention of the Chairman as a formal complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- a. The name of the alleged harasser.
- b. The nature of the alleged harassment.
- c. The dates and times when the alleged harassment occurred.
- d. The names of any witnesses and.
- e. Any actions already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary change of duties of the harasser or suspension (with pay for paid employees) until the matter has been resolved.

A Company Limited by Guarantee no. 03745415

Community Transport Association Member no.39633

Registered Charity no. 1076007



Board of Trustees:

*Mr A Beale (Chairman), Miss P Tait, Mr M Joiner,
Mrs J Sullivan, Mrs J Donovan, Mr D Patterson, Miss
C McCarthy*

Patron: Rebecca Harris MP

Transport Manager: Mrs J Middleditch

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The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation are expected to act in confidence and any breach of confidence will be a disciplinary matter. On conclusion of the investigation, which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.

If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

GENERAL NOTES

If the report concludes that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal in writing within seven days of receiving notification.

If you bring a complaint of harassment you will not be victimized for having brought the complaint. However if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

Signature of person responsible for policy:-

Print name Alan Beale

Signature

A handwritten signature in blue ink, appearing to read 'Alan Beale', is written over a light blue horizontal line.

Position Chairman

Date 18.07.24 Date of Next Review July 25

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