



Author: WPCS  
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## **Anti-Bullying and Harassment Policy (Members)**

It is the policy of The Welsh Pony and Cob Society to uphold the right of all employees and members to be treated with respect and dignity.

All members should develop an awareness of the impact of their conduct on others and show courtesy to other members and employees of the Society, referring to people only by their chosen name. Language should be used with care and sensitivity, and members should consider the possible impact of their behaviour on others around them.

Behaviour, which amounts to bullying, harassment or victimisation, will not be tolerated.

Disciplinary action including warnings and suspension of membership for serious offences will be taken against any member who violates this policy in accordance with the procedures laid out in the Disciplinary Procedure.

It is also important to understand that proven cases of bullying harassment or victimisation could involve personal liability for members involved.

Bullying is generally behaviour that amounts to a misuse of power, but that does not necessarily involve being in a position of authority, and can include both personal strength and the power to coerce through fear or intimidation. It usually, although not necessarily always, involves persistent, offensive, abusive, intimidating, malicious or insulting behaviour or misuse of sanctions.

Examples of bullying behaviour could include:

- Persistent and unnecessary criticism
- Physical or psychological threats
- Shouting in public or private
- Deliberate isolation by ignoring or excluding someone
- Withholding information or removing responsibility without justification
- Spreading malicious rumours
- Making inappropriate personal comments
- Setting impossible objectives with the deliberate intention of undermining someone
- “Cyber bullying”; the use of electronic information to deliberately threaten or intimidate an individual or group of individuals via postings on the internet or on social media

This list is not all-inclusive.

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- offensive e-mails, text messages or social media content;
- mocking, mimicking or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

Victimisation is where an individual is singled out for using any complaints procedure or exercising their legal rights.

Bullying, harassment and victimisation do not necessarily take place face to face but may be by written communication, telephone, email or website postings.

Any member subject to or aware of bullying, harassment or victimisation should report the matter to Council.

In order to ensure the policy is adhered to, the Society agrees to:

- Treat any complaint promptly, sensitively and thoroughly having regard to the rights of both the complainant and the alleged transgressor.
- Take steps to ensure that anyone who, in good faith, makes a complaint of bullying, harassment or victimisation, or participates in any investigation into such a complaint, does not suffer any form of retaliation or victimisation as a result.
- Keep discussions as confidential as possible.
- Monitor the implementation of the policy and review it periodically both in terms of its operation and the relationship with the Discipline Policy in cases of bullying, harassment and victimisation and false and malicious complaint.

All members should be aware of their own conduct, avoid colluding in inappropriate behaviour, and co-operate fully in any complaint procedures.

Council has a responsibility to raise awareness of the issues, respond positively to any complaints, and challenge and stop unacceptable behaviour in the workplace or amongst the membership. However, false or malicious complaints of bullying, harassment or victimisation may lead to disciplinary action against the complainant.

In order to evaluate the effectiveness of the policy, the Society wishes to monitor the level and kinds of discrimination that occur. To achieve this, a monitoring form will be completed after any complaint which will be returned to the Chief Executive Officer for statistical

analysis. The monitoring form will not contain the name of the complainant or the person complained against.