

Harassment and Bullying Policy

Ludlow u3a aims to create a healthy environment where all parties can feel valued and respected, where you can make full use of your abilities, skills and experiences and participate with others. **Ludlow u3a** has therefore adopted this policy to enable the Committee to act appropriately where instances, or allegations of, harassment or bullying come to their attention.

Policy Statement

Ludlow u3a will not accept any type of harassment or bullying. This refers to all parties included in **Ludlow u3a** activities. We will not condone inappropriate behaviour in our groups.

What is meant by harassment?

We define harassment as any behaviour which someone finds unwanted, offensive, demeaning, humiliating or unreasonable, whether it is intentional or unintentional. This could be related to (but not limited to) individual differences, such as race, religious beliefs, creed, colour, nationality, ethnic or national origins, sexual orientation, marital or parental status, sex, age or disability.

Whether someone considers certain behaviour to be harassment is also down to the impact it has on them - and whether that impact is negative. It is the impact of the behaviour that is important, not the intent.

The main characteristics of harassment are that it is unwanted. Harassment can take the form of a single act or a series of acts over a period, and it can include abuse of power or position.

Examples of harassment include:

- derogatory remarks which are offensive, such as jokes or banter relating to race, creed, colour, nationality, ethnic or national origin, sexual orientation, marital or parental status, gender, age or disability
- expression of racist, sexist or similarly offensive views
- suggestive remarks, gestures, innuendo, leering, unwanted advances, compromising invitations or requests for sexual favours
- physical threats and abuse or unwanted physical contact
- physical assault
- offensive language or gestures
- offensive, threatening or demeaning electronic communication
- offensive or objectionable literature, graffiti or pictures

What is meant by bullying?

Bullying is a form of harassment. It is unwanted, offensive, humiliating, malicious behaviour, that undermines someone's self-esteem and confidence. It can include persistent or malicious attacks on an individual or group of people.

Examples of bullying include:

- abuse of power that results in any form of unfair discrimination.
- unjustifiable criticism.
- humiliating or overly hostile behaviour.
- physical assault
- non co-operation, isolation or exclusion by other group members.
- any other conduct which creates an intimidating, hostile or humiliating social environment.

Procedure

Do you have concerns about harassment or bullying?

- It is important that you raise any concerns as soon as you can, to ensure we can take appropriate and effective action, as soon as possible.
- If you feel able, approach the individual you believe is acting inappropriately and ask for their behaviour to stop. In some instances, an individual may not be aware their behaviour is upsetting you and will willingly change once they know it is causing offence.
- If the harassment or bullying continues, or you feel unable, for whatever reason, to approach the person who is causing you offence, you can discuss the situation confidentially with an appropriate friend or group member, or you may wish to go straight to a Committee Member for help. After your discussion that person may speak confidentially with the individual you have complained about, on your behalf, to ask them to stop the inappropriate behaviour.

Is further action needed?

In all cases where the issue is not resolved, the member should bring it to the attention of a **Ludlow u3a** committee member.

A written record of all conversations should be kept and sent to the Chair at info@u3ainludlow.org.uk

Ludlow u3a will issue a first warning in writing, clearly indicating what will happen if the situation continues. Ultimately a final warning, exclusion from the study group and termination of membership may occur.

There is a right of appeal and this should be lodged as soon as possible in writing to the Chair.

Information may need to be shared in order to deal with the issue, but every effort will be made to respect the confidentiality of any information that is disclosed.

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