



# Hucknall Titchfield Park Bowls Club

## Anti-Harassment and Bullying Policy

Date	Content	Author	Position
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## 1. General

- 1.1 The purpose of this policy is to provide guidance and bring to the attention of all members of the Club that Hucknall Titchfield Park Bowls Club supports the rights of all members to be treated with dignity and respect and not to be subjected to harassment or bullying at the Club.
- 1.2 Harassment and bullying have no place at the Club or in society and will never be seen as acceptable nor will they be tolerated. Any member found to be in breach of this policy will be liable to action up to and including termination of membership.
- 1.3 This policy may be amended at any time with authority of the Committee, in which case Members will be notified accordingly and at the earliest available opportunity.
- 1.4 The Club has a responsibility to provide members with a safe place to enjoy the game of Bowls. This specifically includes an environment that is free from harassment, bullying or intimidation.

## 2. Definitions

- 2.1 **Harassment** is unwanted conduct which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It is any unwanted conduct which causes offence to another person. Unwanted conduct or behaviour does not have to be directed at a person to constitute harassment; indirect conduct (online or via a third party) may also constitute harassment. This includes both intentional and unintentional harassment. Unintentional harassment would be considered on a case-by-case basis by the Committee.
- 2.2 **Bullying** is a form of harassment. It includes offensive, intimidating, malicious or insulting behaviour or an abuse of power which is intended to undermine, humiliate or denigrate the individual. It can be in the form of physical or psychological behaviour.

2.3 **Harassment and Bullying** may be persistent or they can arise from a single, one-off incident, depending on the nature and severity of the incident. They can be verbal, non-verbal, physical or some other form of behaviour or conduct.

2.4 **Sexual harassment** is any form of verbal, non-verbal or physical conduct of a sexual nature which affects a person's dignity or is intimidating, hostile, degrading, humiliating or offensive. It includes unwanted physical contact, offensive comments of a sexual nature and the display or circulation of material of a sexual nature. Sexual harassment also arises where there is unwelcome sexual behaviour such as advances, propositions or pressure for sexual activity.

### 3. **Legislation**

3.1 Harassment and most forms of bullying are normally illegal and in breach of one or more pieces of legislation.

3.2 It may also amount to discrimination in breach of the legislation which outlaws discrimination on the grounds of 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 ('Protected Characteristics').

3.3 Discrimination, harassment or bullying of a person based on disability would also be considered unlawful under the Equality Act 2010. The Club adheres to definition of a disability contained within this Act. Conduct which breaches this Act will be considered by the Club as unlawful.

3.4 It may be a breach of the Protection from Harassment Act 1997. For the purposes of the Protection from Harassment Act, harassment is a course of conduct which causes alarm, distress, anxiety or a fear of violence. Such conduct will be considered by the Club as unlawful under this Act.

### 4. **Responsibilities**

- 4.1 The Committee has overall responsibility for this policy but has delegated day to day responsibility for overseeing, implementing and monitoring the policy to the Club Welfare Officer(s).
- 4.2 Under this policy, all members are aware of and understand the standards of behaviour expected of them and for eliminating harassment or bullying of which they are aware.
- 4.3 All members are responsible for treating fellow members with dignity and for complying with this policy at all times. Breaches of this policy will not be tolerated and will render the Member liable to action. In serious cases an offender may have their membership terminated.

## 5. **Complaints**

- 5.1 Members who complain of harassment or bullying will be protected against any victimisation resulting from the complaint. Retaliation against a Member for complaining or giving evidence about harassment or bullying will be dealt with as an individual and equally serious complaint.
- 5.2 Any Member who considers that they are being harassed or bullied may try to resolve the matter informally in the first instance; however the Club understands this may not be possible. It may be possible and sufficient to make it clear to the person responsible for the behaviour that it is unwelcome and unwanted, that it causes offence or makes a Member feel uncomfortable and that it should stop.
- 5.3 If the harassment or bullying continues or if the Member does not consider it possible or appropriate to raise the matter informally, then the complaint should be raised formally under this policy. In the first instance, the Member is advised to direct their complaint to the Club Welfare Officer(s), the details of which are made available annually at the AGM. The Committee will have a live record of Welfare Officers.

- 5.4 The Member should keep a record of and be prepared to provide details of all incidents specifying the date, what occurred or the nature of the conduct complained of, the place where it occurred and the names of any witnesses.
- 5.5 In any event, the Club will acknowledge the complaint within 2 weeks of receipt. In the event an investigation is required, the Club Welfare Officer will provide all parties details and relevant timelines and expectations. All complaints will be handled in a timely and sensitive manner.
- 5.6 Details of all complaints will be kept for no longer than 1 full calendar year after the offending Member has left the Club.
- 5.7 If the complaint is upheld, prompt action designed to stop the harassment or bullying and to prevent its recurrence will be taken. This necessary action would be considered by the Committee on a case-by-case basis.
- 5.8 A complaint form for Club Members has been devised and included in this policy. This is not mandatory but is offered as guidance only. Club Members should feel free to approach any member of the Committee or the Club Welfare Officer with their concerns.

6. **Further Reading**

Equality Act 2010 - <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Protection from Harassment Act 1997 - <https://www.legislation.gov.uk/ukpga/1997/40/contents>

Protected Characteristics - <https://www.gov.uk/discrimination-your-rights>

**APPENDIX A**  
**COMPLAINT FORM**

Date	
Name of Complainant	
Contact Details	Telephone  E-mail  Mobile Phone
Are you complaining on behalf of another Member? If so, please provide their name.	
Please provide details of individual(s) the complaint relates to:	
Steps already taken (if any) to resolve the complaint?	
Full details of complaint (continues on separate sheet if necessary)	

Complaint details continued