

UNLAWFUL DISCRIMINATION, HARASSMENT AND BULLYING POLICY



All reference to personnel includes both paid employees and volunteers.

Harassment is physical, verbal or non verbal behaviour which is unwanted and personally offensive to the recipient and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed. Personnel are entitled to make a complaint about behaviour they find offensive even if it is not directed at them.

All members of personnel have a responsibility to be vigilant, as to be a bystander and witness such behaviour can be interpreted as endorsing it.

How complaints of Unlawful Discrimination, Harassment or Bullying will be handled

Discrimination, harassment and bullying are often complex matters and there is no single way of dealing with every suspected or alleged instance. In some cases personnel may be able to deal satisfactorily with an issue by raising it with their immediate manager.

If a member of personnel wishes to make a formal complaint he or she should use the Anglia Care Trust's Grievance Procedure which is set out in the Company Policies and Procedures. Anglia Care Trust will treat seriously all allegations of unlawful discrimination, harassment or bullying.

If a member of personnel is accused of Unlawful Discrimination, Harassment or Bullying

If a member of personnel is accused of Unlawful Discrimination, Harassment or Bullying Anglia Care Trust will investigate the matter fully.

In the course of the investigation the member of personnel will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If Anglia Care Trust concludes that no unlawful discrimination or harassment has occurred this will be the end of the matter. If it is concluded that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand, Anglia Care Trust concludes that the member of personnel's actions amount to unlawful discrimination, harassment or bullying, he or she may be subject to disciplinary action up to and including summary dismissal for gross misconduct for paid employees.

Monitoring

Anglia Care Trust will not tolerate unlawful discrimination, harassment or bullying of any kind in the working environment and will take positive action to prevent its occurrence.

In this connection, we will monitor our policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all our employment policies and procedures, not just those specifically concerned with Equality and Diversity. If a member of personnel feels that they have been treated badly because they have made or have supported a complaint under this Policy, Anglia Care Trust will fully investigate and take appropriate action up to and including summary dismissal for gross misconduct for paid employees.

Date of next review – October 2019