



SP-UK

SUICIDE PREVENTION UK

Suicide Prevention UK

Anti-Bullying and Harassment Policy

2024

Introduction

At Suicide Prevention UK, we believe everyone has the right to be treated with dignity and respect and are committed to providing a safe, respectful, and supportive work environment for all team members.

This Anti-Bullying and Harassment Policy outlines our zero-tolerance approach towards any form of bullying or harassment within our organisation.

Scope

This policy applies to all team members and, in part, also applies to our stakeholders.

It applies both in the Suicide Prevention UK (SPUK) workplace and, in some circumstances, outside of the workplace where our team members are affected, and the unacceptable conduct is related to our work.

Definitions

Bullying is repeated inappropriate behaviour, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others at the place of work. Such behaviour undermines an individual's right to dignity at work.

Harassment includes unwanted conduct related to any protected characteristic (as defined under the Equality Act 2010) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for that individual.

Examples of bullying and harassment include but are not limited to:

- Ridiculing or demeaning someone, picking on them or setting them up to fail.
- Overbearing supervision or other misuse of power or position.
- Deliberately undermining a competent individual by overloading and constant criticism.
- Preventing individuals from progressing by intentionally blocking promotion or training opportunities.
- Exclusion from events or social settings without a valid reason.
- Threats and verbal or physical abuse.
- Direct abuse and insults.
- Unwelcome sexual advances or making decisions on the basis of sexual advances being accepted or rejected.
- Inappropriate jokes, pranks, or teasing.
- Spreading malicious rumours.
- Displaying offensive slogans, images, flags, or emblems.

Roles and Responsibilities

Trustees and Managers

Trustees and managers have a key responsibility in establishing and maintaining a workplace free from bullying, harassment, and victimisation, and are directly responsible for:

- The conduct of their team members.
- Disciplining or sanctioning any individual who bullies or harasses others.
- Providing support to victims of bullying and harassment.
- Protecting individuals against victimisation.
- Embedding this policy into daily operations.
- The timely review and update of this policy.

Trustees and managers should **note** that as an employer, SPUK is responsible for preventing bullying and harassment and is liable for any harassment suffered by team members.

Team Members

All team members are responsible for their actions and are required to:

- Treat other team members and SPUK stakeholders with dignity and respect and conduct themselves in a professional manner.
- Immediately report any breach of this policy.
- Provide first-line support to victims of bullying and harassment.
- Cooperate with investigations related to bullying and harassment.

Team members should **note** that they can be held personally liable for acts of harassment in the workplace.

Stakeholders

We expect that those who use our services, Charity partners and all stakeholders show our team members the same level of respect that they are shown and refrain from bullying and/or harassing our teams.

Complaining About Bullying and Harassment

Informal Steps

If you feel you are being bullied or harassed, you may initially consider raising the problem informally with the person responsible if you feel able to do so.

You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you may consider asking a trusted person to accompany and support you.

If informal steps are unsuccessful, not possible or appropriate, you should follow the formal procedure set out below.

Raising a Formal Complaint

If you wish to make a formal complaint about bullying or harassment, you should speak to a manager (or a Trustee if it is particularly serious or you cannot speak to a manager for any reason).

Wherever possible, we ask that formal complaints also be raised in writing so that we have a record of the matter.

Written complaints should set out full details of the conduct in question, including the name of the bully or harasser, the nature of the bullying or harassment, the date(s) and time(s) at which it occurred, the names of any witnesses, and details of any action that has been taken so far in an attempt to stop it.

All reports of bullying and harassment will be dealt with in a confidential, sensitive, and respectful manner.

Investigating the Matter

Investigations will be carried out without undue delay and will involve interviews and statements from all involved parties and, if necessary, from witnesses.

SPUK will provide support to both the complainant and the respondent during the investigation process.

Malicious or Vexatious Complaints

If a complaint made under this policy is found to be due to a misunderstanding or is not provable, and where the complainant has acted in good faith, no disciplinary action will be taken.

We do, however, have a duty to protect our team members from vexatious or malicious complaints, and appropriate disciplinary action will be taken against anyone who has been found to have made such complaints.

Failure to Abide

We will take appropriate disciplinary action against anyone found to be in breach of this policy.

For our employees, this may constitute dismissal, and for our volunteers, this may constitute any volunteering arrangement or tenure being terminated.

Where any stakeholders breach this policy, they will be warned about their conduct and may be barred from engaging with SPUK in serious cases or where bullying and/or harassment continues.

Monitoring and Reviewing

This policy should be reviewed periodically to ensure that it remains compliant with current legislation, meets best practices, and is not discriminatory.

Suicide Prevention UK will monitor the number of complaints and the type of complaints received.

The results of monitoring will be reviewed by the senior management at regular meetings.

Where evidence or trends indicate that our culture, policy, procedures, or workforce require intervention, an action plan will be initiated.

Policy Date: June 2024

Review Date: June 2025

Dated and Signed by the Chair and Founder of Suicide Prevention UK:
