

Harassment and Bullying Policy for Battle Memorial Hall

Approved by: Trustees Management Committee 2025

Review date: 2028

Purpose

This policy outlines our commitment to preventing and addressing harassment and bullying within Battle Memorial Hall.

It applies to all trustees, staff, hirers, and visitors, and covers all activities conducted on the premises. We are dedicated to fostering a safe, inclusive, and respectful environment where everyone feels valued. Harassment and bullying, whether verbal, physical, psychological, or online, will not be tolerated. We expect staff, trustees, and users of the Hall to treat others with dignity and respect.

Definitions

Harassment: Unwanted conduct related to a protected characteristic (e.g. age, disability, ethnicity, religion, gender, gender identity, sexual orientation) or other characteristics, which violates a person's dignity or creates an intimidating, hostile, degrading, or offensive environment.

Bullying: Offensive, intimidating, malicious, aggressive, or insulting behaviour or abuse or misuse of power that undermines, humiliates, or injures the recipient. Bullying may be persistent or an isolated incident.

Examples include:

- Spreading malicious rumours
- Unwelcome jokes, comments, gestures, or messages
- Exclusion or isolation
- Threats or intimidation
- Verbal abuse, shouting, or ridicule
- Unwelcome physical contact
- Abuse of authority or power
- Aggressive verbal and written communication

Responsibilities of Hirers

All hirers must:

- Ensure their staff, volunteers, and participants behave respectfully and in accordance with this policy.

- Take appropriate action if concerns are raised, including removing individuals from the premises if necessary.

Reporting and responding

Reports may be made to the Chair, Treasurer or Secretary by any employee or trustee who experiences or witnesses harassment or bullying. Investigation and appropriate action will take place promptly, fairly, sensitively and with discretion. Where necessary, disciplinary procedures will be applied. If hirers are involved, they will be informed and expected to cooperate fully.

Harassment and bullying are unacceptable and, depending on the severity, the outcomes may include formal warning, removal from role (for staff, trustees) or termination of hire agreements.