



Anti Bullying Policy

Introduction

SLI is committed to the promotion and implementation of all necessary measures to protect the dignity of employees and to encourage respect in the workplace. This will be done by creating a work environment, free from bullying and disrespectful behaviour through implementation of effective procedures to deal with any complaints of such conduct as may arise.

This policy applies to all staff, volunteers, and clients of SLI. All staff, volunteers and clients have a responsibility in helping SLI prevent and address bullying behaviour.

Definition of Bullying

Bullying behaviour is defined as inappropriate unwanted negative behaviour, direct or indirect, whether verbal, psychological or physical, conducted by an individual or group against another person (or persons) which is **repeated over time** at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. This includes cyber-bullying and identity-based bullying (such as homophobic bullying, gender-based bullying, racist bullying, membership of the Travelling or Roma community, disabilities, and special educational needs). It affects the dignity of all people at work.

Types of Bullying

The following are examples of bullying behaviour: *(This is not an exhaustive list of behaviours, as all incidents will be dealt with on a case by case basis.)*

- **Relational Bullying:** Spreading rumours and lies, rallying multiple people against one person.
- **Physical:** Pushing others, tripping up others and fighting.
- **Verbal:** Slagging, jeering, talking about others behind their backs, name-calling, threats.
- **Psychological:** Exclusion and isolation, humiliation, intimidation, victimisation, intrusion by pestering, spying and stalking
- **Sexual Bullying:** Sexual comments, unwelcome touching of others, etc.
- **Identity Based Bullying:** Such as homophobic bullying, transphobic bullying, racist bullying, bullying based on a person's membership of the Travelling community, Roma community and bullying of those with disabilities or special educational needs. Offensive comments about someone's sexual orientation and gender identity will not be tolerated.
- **Racist Bullying:** Commenting on others accent, race, ethnicity or colour. Racial jokes or offensive signs, gestures.
- **Cyberbullying:** Threatening text messages, internet Bullying, placing any offensive or hurtful public message, image or statement on a social network site or other public forum. Cyber bullying may include any or all bullying carried out using information and communication technologies such as text, social network sites, e-mail, IM, and other online technologies.
- **Damage to Property:** Personal property can be the focus of attention for bullying behaviour. This may result in damage to clothing, mobile phone, or other devices. Items of personal property may be defaced, broken, stolen, or hidden. The vandalism and/or destruction of staff, volunteer or client property and equipment.
- Repeated unreasonable assignments to duties that are obviously unfavourable to one individual.
- Repeated requests giving impossible deadlines or impossible tasks.

The above list is representative only, not exhaustive, and should be used as guidance.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once off incident, is not considered to be bullying but they can and will be dealt with, as appropriate. Complaints relating to instructions issued by a Manager, assignment of duties, terms and



conditions of employment or other matters, which are appropriate for referral under other normal grievance procedures, do not constitute bullying. Legitimate management responses to pressurised situations which require an immediate action are not considered to be bullying. Constructive and fair criticism of an employee's conduct or work performance is not bullying.

Procedures will mirror those of Misconduct.

Prevention Strategies

Managers and supervisors have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying or workplace violence and should ensure that they do not engage in any conduct of this nature themselves.

Managers and supervisors should also ensure that workers understand this Policy and consequences of non-compliance. When managers and supervisors observe harassment, bullying or workplace violence occurring, they should take steps to prevent this conduct from continuing and warn the person or people involved of the consequences if the behaviour continues (including disciplinary measures up to and including termination of employment).

Managers and supervisors must also treat all grievances raised by workers seriously and in a timely manner.

SLi expects workers:

- » Not to engage in harassment, bullying or workplace violence;
- » Not to aid, abet or encourage others to engage in harassment, bullying or workplace violence; To behave in a responsible and professional manner;
- » Treat others in the workplace with courtesy and respect;
- » Listen and respond appropriately to the views and concerns of others; and To be fair and honest in their dealings with others.

Procedure

1. To report suspected bullying a person will fill out the Report Form (See Appendix 1).
2. A copy of the form will be given to the manager.
3. Complaints of bullying, harassment and workplace violence will be taken seriously and will be handled in accordance with the Company's Grievance Handling Policy.
4. If you make a complaint of workplace bullying, harassment, or violence it will be taken seriously and will be dealt with sympathetically and in a confidential manner (except where the Company deems it is necessary to disclose information in order to properly deal with the complaint).
5. Investigation into the report will commence. There will be continued communication with parties involved.
6. If the claim is found to be substantiated, SLi will act in accordance with its Disciplinary & Termination and Misconduct Policies.
7. Please note that any worker found to have fabricated a complaint may be subject to disciplinary action under the Disciplinary & Termination Policy, up to and including termination of employment.

The Anti Bullying Policy will be reviewed in June 2025, or as soon as practicable after there has been a material change in any matter to which the statement refers.



Signed: _____(John Hawkes, SLI Board Chair)

This policy was approved by SLI's Management Committee, June 2023.

Appendix 1

Bullying Incident Report Form

Date: _____ Reporter Name: _____

Name of person making allegation: _____

Name of person allegation made against: _____

Details: Include time, place, names of alleged perpetrators, names of bystanders. Detail here both sides of the event. _____



Action taken: eg referral, mediation, agreement, warning, sanction etc.:

Suggestions for follow up:

Signed: _____ Dated: _____

Date submitted to Line Manager: _____