



North Berwick Pipe Band

NORTH BERWICK, EAST LOTHIAN, SCOTLAND

Registered Charity No SC000499

VAT Reg. No. 327 3498 40

DIGNITY POLICY (including Bullying and Harassment)

Introduction

The North Berwick Pipe Band (hereafter referred to as “the Band”) is committed to providing an environment in which individual differences and the contributions of all our members, volunteers and supporters are recognised and valued and is free from bullying and harassment.

We aim to ensure that all members and volunteers are treated, and treat others, with dignity and respect. The purpose of this document is to inform members and volunteers of their responsibilities.

The policy covers bullying or harassment which could occur while being involved in any Band activity for example; at practises, at engagements, at competitions, participating in education activities or training, at meetings as well as online and on social media platforms.

This policy applies to all members and volunteers of the Band including players (including guest players), Associate Members, Honorary Members, tutors, learners and supporters.

Policy Aim

To provide

- a supportive environment to seek early resolution to bullying or harassment concerns.
- a formal mechanism to address unresolved or significant/persistent bullying or harassment through the RSPBA Complaints & Grievances Policy and Procedure.

Definitions

These terms are included to help with definition and should be read for their everyday meaning.

- Dignity** is about individuals feeling respected, valued, included and able to contribute fully in a positive environment which is free from bullying and harassment.
- Unacceptable behaviour** is any behaviour which an individual or group knows, or ought reasonably to know, could have the potential effect of offending, humiliating, intimidating or isolating an individual or group. If unacceptable behaviour is not challenged, it is likely to cause harm or distress to the recipient(s) and escalate into bullying or harassment.
- Harassment** is unwanted attention which has the effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. People can complain of behaviour they find offensive, even if it is not directed at them. Harassment can be persistent or an isolated incident.
- Bullying** is unwanted repeated and persistent negative behaviour directed at someone (or a group) which makes a person recipient feel targeted, threatened, humiliated, undermined or vulnerable. It is often related to an abuse of power or the use of unfair sanctions for example; being told to sit outside because they were late to a meeting or completely ignoring someone in a meeting when they try to speak up.
- Victimisation** is treating someone less favourably or harassing them because they have, in good faith, made a complaint or assisted someone else in making a complaint of harassment. For example: Speaking offensively to them because they made a complaint or excluding them from projects.

Harassment

A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

It is unlawful under the Equality Act 2010 to harass a person because of their 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. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these.

Categories

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour;
- offensive e-mails, text messages online or social media content or the display of offensive materials;
- unwanted jokes, banter, mocking, mimicking or belittling a person.

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority.

Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media. Examples of bullying include:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about a person or their performance;
- shouting at members or volunteers;
- persistently picking on people in front of others or in private;
- blocking advancement and training opportunities;
- regularly and deliberately ignoring or excluding members or volunteers from activities or events;
- setting a person up to fail by overloading them with work or setting impossible deadlines;
- regularly making the same person the butt of jokes.

Legitimate and reasonable criticism of a Band member's performance or behaviour, or reasonable management instructions, do not amount to bullying.

Breaches of this Policy

Bullying and harassment are not to be tolerated in our Band at any time or place and all members or volunteers are required to treat each other, along with supporters, suppliers, and visitors, with dignity and respect.

Breaches of this policy will be dealt with through our Complaints Procedure. Serious cases of bullying or harassment may amount to gross misconduct resulting in dismissal, suspension or expulsion from the Band.

Members or volunteers who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Complaints Procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Complaints Procedure.

If you believe you are being Harassed or Bullied

If you believe you are being harassed or bullied, you may wish to raise the problem informally with the person responsible.

- Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour.
- Alternatively you may speak to a trusted Band officer or friend who can provide confidential advice and assistance in resolving the issue formally or informally.
- If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should
- Raise the matter formally with the Band President for investigation in accordance with the Band's Complaints Procedure.

If the Band President considers that there is sufficient evidence to suggest you have been harassed or bullied the appropriate action will be taken.

Whether or not your complaint is upheld, the President or appropriate officer will consider how best to manage any ongoing working relationship between you and the person concerned.