



Policy Name	Anti-Harassment and Bullying
Approved by	FEAST Board inc. Trustees
Approval date	V.2 12th Oct '24
Next Review date	2026
Cross Reference	Complaints and Grievance policy & Whistleblowing Policy

1. Purpose

FEAST is committed to creating and maintaining an environment that is free from harassment and bullying. This policy outlines our approach to preventing and addressing any form of harassment or bullying within the charity. We aim to foster a culture of respect, dignity, and fairness for all volunteers, members, and anyone associated with our organisation.

2. Scope

This policy applies to all volunteers, members, contractors, and anyone working with or on behalf of FEAST regardless of their status, role, or location.

3. Definitions

- **Harassment:** Unwanted conduct related to a relevant protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. This includes harassment based on age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, and any other characteristic protected under the Equality Act 2010.
- **Bullying:** Offensive, intimidating, malicious, or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

4. Examples of Harassment and Bullying

Harassment and bullying can take many forms, including but not limited to:

- Spreading malicious rumours or insulting someone by word or behaviour.

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- Unwelcome sexual advances or comments.
- Excluding or isolating someone socially or professionally.
- Overbearing supervision or other misuse of power or position.
- Unjustified criticism or humiliation.

5. Procedure for Raising a Concern

1. Informal Resolution:

- If appropriate, volunteers should first attempt to resolve the issue informally by discussing it with the person involved or their Team Leader or Larder Manager.
- If the issue concerns the Team Leader or Larder Manager the individual should speak to another member of management or a trustee.

2. Formal Grievance:

- If the issue is not resolved informally, or if the individual prefers not to address it informally, they should document their concern in writing (email or letter) and submit it to their line manager or the complaints officer, Catherine Leeson via email to Catherine_leeson@yahoo.co.uk.
- The document should include details of the issue, the parties involved, relevant dates times and locations and any steps already taken to resolve it.

3. Investigation:

- Receipt will be confirmed within 5 working days and an investigation will be undertaken.
- The investigation may involve interviews with the complainant, the subject of the complaint, and any witnesses.
- The investigator will review all relevant documents and evidence.

4. Outcome:

- After the investigation the outcome will be communicated to the complainant and the subject of the complaint.
- Appropriate action will be taken to address the issue, which may include disciplinary action, mediation, or other remedies.
- The reasons for the action will be explained, and any next steps will be outlined.

6. Timeframes

- **Acknowledgement:** Within 5 working days of receiving the report.
- **Investigation and Outcome:** Within 1 month of acknowledging the concern, or as soon as reasonably possible.

7. Confidentiality

FEAST will ensure that all concerns in relation to harassment and/ or bullying are handled confidentially. Information will only be disclosed on a need-to-know basis and with the consent of the parties involved, unless required by law.

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8. Protection from Retaliation

No one who raises a concern in good faith will suffer any form of retaliation or adverse treatment as a result. Any acts of retaliation will be treated as a serious disciplinary matter.

9. Responsibilities

Management: The management team, including trustees, are responsible for promoting a culture of respect and addressing any allegations of harassment or bullying promptly and effectively. They must ensure that all volunteers are aware of this policy and understand their responsibilities.

This policy will be reviewed every 2 years and updated as necessary to reflect changes in legislation or operational practices.