**Weedon Village Hall Management Committee**

**Registered charity No. 304445**

**HARASSMENT POLICY**

 **DEFINITION**

It is difficult to define harassment mainly because it takes many forms, occurs on a variety of grounds and may be directed at an individual or group. It is the behaviour and the actual effect on the recipient which determines what constitutes harassment, not the intention of the perpetrator.

**EXAMPLE DEFINITION**

• Unwanted, unreciprocated, and offensive behaviour imposed on a person(s) because of their race or sex.

• Behaviour which is unwelcome and which might create a stressful or intimidating environment. Such behaviour can be persistent or an isolated incident towards one or more individuals.

**EXAMPLES OF HARASSMENT**

• Verbal abuse or taunting

• Racist/sexist jokes including practical jokes

• Leering or insulting gestures

• Unfair allocation of work or benefits

• Ignoring or “freezing out” of colleagues

• Embarrassing and sarcastic comments

• Intrusion or pestering, following, spying etc

• Physical contact from touching and petting to assault

• Display or circulation of offensive materials/books etc

• Intrusive or persistent questioning about ethnic origin

• Irrelevant and unnecessary references to sex

This list is illustrative and not exhaustive

**WHY SHOULD WVHMC ADDRESS HARASSMENT?**

When harassment takes place it can have tangible adverse effects for them as an employer, managers of volunteers, and members of their own organisation.

• Harassment destroys the confidence of the recipient. They can become demotivated; their performance suffers and they are more likely to take time off work.

• If harassment within the organisation continues it will have a negative effect in general morale causing absenteeism and resignations of quality individuals to increase. Lower performance is a consequence resulting in low quality of service.

• Sexual and racial harassment can be unlawful discrimination where the recipient suffers a detriment or disadvantage e.g. loss of job or promotion.

* WVHMC has a legal requirement to take all reasonable steps to prevent harassment in the workplace.

**RESPONSIBILITIES OF MEMBERS, VOLUNTEERS AND STAFF**

• All forms of harassment are upsetting to the recipient and can embarrass, intimidate, or humiliate an individual as well as undermine respect between colleagues. All have an obligation to ensure that they do not harass their colleagues or employee or condone harassment by others.

**RESPONSIBILITIES OF WVHMC**

• Be prepared to take prompt corrective action if they are aware that incidents of harassment are taking place.

• Prevent potentially offensive material from being displayed or circulated in their premises.

• Ensure that policy and complaints procedures are communicated to all new staff, members and Trustees.

• Make it clear that they should report ALL cases of harassment.

* The WVHMC Chairman will be the initial contact point for any harassment issues.

WBVHC Aug 2025

Review Date: Aug 2026