



ANTI-HARASSMENT and BULLYING POLICY

Introduction

You have the right to be treated with dignity and respect by your colleagues and the people you meet through your work for Starpic project. Starpic Project aims to provide an environment and working culture that is free from bullying and harassment.

We define our work environment as wherever you carry out your work, including our offices, working from home, working off-site in other locations and at external meetings and events. We are committed to taking formal action to eradicate bullying and harassment. We will formally investigate complaints of discrimination, bullying and harassment, with sensitivity and discretion.

Investigating complaints

If you experience bullying or harassment at work, please contact your line manager or HR for confidential advice and support. Your line manager will support you to raise your concern.

If you feel unable to contact your line manager or HR, other people that can help include:

- A trade union representative (if you are a member of the Trade Union)
- Your head of department
- A director / trustee

We will meet with you to learn more about the situation and to agree on the next steps with you.

We will follow our grievance and disciplinary procedures to formally address the issue. Our disciplinary and grievance procedures are available on our website.

Your rights and responsibilities

You have the right to work in an environment free from bullying and harassment. You have a personal responsibility for applying this policy and for interacting in a fair and respectful way with your colleagues, clients, members, business partners, suppliers, vendors and other stakeholders. You also have a responsibility to 'call out' bullying and harassment that you witness. You will:

- Treat colleagues and stakeholders with fairness and respect
- Report any suspected bullying and or harassment, or inappropriate behaviour
- Attend training on request of your line manager or HR

Bullying and harassing behaviour could result in disciplinary action up to and including dismissal. Disciplinary action can be taken regardless of whether the breach is committed during working hours. Any member of staff suspected of bullying and harassment will be required to cooperate with an investigation.



For the purpose of clarity and to support you to take action, the following sections define different types of harassment and examples of behaviour or conduct. The definition and examples have been taken from the Equality and Human Rights Commission guidance.

Harassment

Harassment is unwanted behaviour that you find offensive. It may be related to your age, a disability or long-term health condition, gender reassignment, your race, your religion or belief, your sex, sexual orientation or any personal characteristic. It may be persistent or a one-off isolated incident.

The key is that you find the actions or comments demeaning and unacceptable. For example, behaviour that:

- Violates your dignity, or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment.

Conduct that has one of these effects can be harassment even if the effect was not intended.

Meaning of ‘unwanted conduct’

Unwanted conduct covers a wide range of behaviour. It can include:

- spoken words
- banter
- written words
- posts or contact on social media
- imagery
- graffiti
- physical gestures
- facial expressions
- mimicry
- jokes or pranks
- acts affecting a person's surroundings
- aggression
- physical behaviour towards a person or their property.
- Sexual harassment

Sexual Harassment is unwanted conduct of a sexual nature, from a member of staff, or anyone you encounter in relation to your work, which has the purpose or the effect of:

- Violating your dignity
- Creating an intimidating, hostile, degrading, humiliating or offensive environment

It is behaviour, which is offensive to you and causes you to feel threatened, humiliated, embarrassed, patronised, or harassed as a result of your sex.



Examples include:

- sexual comments or jokes
- displaying sexually graphic pictures, posters or photos
- suggestive looks, staring or leering
- propositions and sexual advances
- making promises in return for sexual favours
- sexual gestures
- intrusive questions about your private or sex life or a person discussing their own sex life
- sexual posts or contact on social media
- spreading sexual rumours about you or other individuals
- sending sexually explicit emails or text messages
- unwelcome touching, hugging, massaging or kissing.

Harassment related to race

Racial harassment is unwanted conduct related to your race that has the purpose or the effect of:

- Violating your dignity
- Creating an intimidating, hostile, degrading, humiliating or offensive environment

Conduct that has one of these effects can be harassment even if the effect was not intended.

Examples include:

- use of racially abusive language or derogatory terms, including racially stereotyped remarks and racial slurs
- the display of positive representations of white supremacy or colonialism or negative representations of people from the [Global Majority](#)
- exclusion or other unfavourable treatment on the grounds of race
- physical abuse, intimidation and assault
- innuendo, mockery, offensive jokes or remarks
- intrusive questioning related to your race or ethnicity
- microinsults (subtle snubs, conveying a hidden insult)
- microinvalidation (negating or nullifying the thoughts, feelings or experiential reality of people from the Global Majority)

Victimisation

A person is victimised if they receive less favourable treatment than others because it is suspected, or known, that they have made a complaint of harassment.

Recording and monitoring of complaints

HR will be notified in confidence of all complaints at the time they are made. This is to ensure that effective monitoring takes place and action plans are developed in consultation with our trade union representatives.



Social media

This policy applies to the use of social media for both work and personal purposes, whether during work hours or otherwise.

Staff will be asked to remove bullying or harassing internet and social media content. Failure to comply with a request to remove content may result in disciplinary action.

If you are being harassed or intimidated on social media in connection to your work for Starpic Project by a member of the public, colleague or other party, let your line manager and HR know.