**Carew Community Council Anti-Bullying and Harassment Policy**

After discussions involving all Councillors which led to general agreement, Carew Community Council puts on record that bullying in the workplace has the potential for:

* serious consequences
* an individual to experience health problems, loss of self-esteem and performance ability
* divisions in the workplace to occur as people take sides
* financial and productivity losses for workers and the company.

**Bullying defined**

Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm.

Repeated behaviour is persistent and can include a range of actions.

Unreasonable behaviours covers actions which a reasonable person wouldn’t do in similar circumstances, including victimizing, humiliating, intimidating or threatening a person.

A single incident isn’t considered bullying but can escalate if ignored. Managing performance in line with councils policies and processes is not bullying.

**Carew Community Council will do the following to minimise and respond to workplace bullying by.**

> establishing respect for the broad range of human values and character strengths required for this organisation to survive

> actively looking for ways to create a positive workplace (‘healthy work’) that workers feel is pleasant, fair, rewarding and positively challenging

> encouraging positive leadership styles and investing in our councillors to achieve this

> training key workers to receive bullying reports and give support and advice as necessary

> directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across the council and any workforce

> providing councillors/workers who believe they’ve been bullied with a range of options to resolve the issue

> promoting low-key solutions before formal actions where appropriate

> aiming to repair the relationship and promote positive work values

> openly discussing bullying, in both formal and informal settings, and providing information and training about it as necessary

> identifying factors that contribute to bullying, and putting effective control measures in place

> ensuring our processes and systems are fit for purpose and regularly reviewed

**Councillors/workforce agree to:**

> tell the Chairperson if they experience or see any bullying behaviours – if the Chairperson is the person behaving in a bullying manner, then advise (The Clerk)

> try low-key solutions (eg talking to the person initially)

> follow the Councils informal or formal processes when making a complaint

> keep an eye out for other people, providing support when seeing a person being isolated or experiencing reprisals

> accept that perceptions of bullying may need to be negotiated.

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| **Managers agree to:**  > ensure workers have clarity on what their roles entail  > intervene early to call out and deal with any unreasonable behaviour before it escalates  > record and investigate complaints fairly and in line with the business or undertaking's policies and processes  > look for informal solutions before escalating an issue to higher levels (eg mediation or investigation) where appropriate. |
| **When dealing with an allegation of bullying our company will:**  > treat all matters seriously and investigate promptly and impartially  > ensure neither the person who complained nor the alleged bully are victimised  > support all parties involved  > find appropriate remedies and consequences for confirmed bullying as well as false reports  > communicate the process and its outcome  > ensure confidentiality  > use the principles of natural justice  > keep good documentation  > have specialist external advisors available to help. |
| **This policy was developed by** Carew Community Council |

Date ……………………………..

Adopted …………………………………………….

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