

THE FINDHORN VILLAGE CONSERVATION COMPANY (TFVCC)

BULLYING and HARASSMENT POLICY

POLICY

Everyone will be treated with dignity and respect at The Findhorn Village Conservation Company (TFVCC). Bullying and harassment will not be tolerated. This policy applies to Board members, members, volunteers, people employed by TFVCC and stakeholders.

Harassment - unwanted conduct affecting dignity of people, where actions or comments are viewed as demeaning and unacceptable to the recipient. It could be related to - age, gender, race, disability, belief, nationality or any other personal characteristic of the individual.

Bullying - is offensive, intimidating, malicious, insulting behaviour, an abuse or misuse of power with means intended to undermine, humiliate, denigrate or injure any individual.

Bullying or harassment may be face to face or in written communications - electronic (social media), e mail, telephone. It may take place in private or in public.

PROCEDURES

Complaints of bullying and/or harassment will be dealt with fairly and confidentially. Complaints will be taken seriously and investigated promptly, objectively and independently. Decisions will be taken on further action.

a) *Informal action* - if deemed appropriate an informal discussion will take place to lead to a greater understanding and agreement on future behaviour.

b) *Formal action* - in more serious cases of bullying or harassment a formal meeting will be held to discuss the way forward. Possible courses of action –

a) agreement to cease this behaviour. Changes will be monitored and if bullying/harassment continues it will result in no future connection with TFVCC.

Any individual will have the right to appeal decisions.

Expected behaviour of Board Members is detailed in - The Code of Conflict Policy.