



# Together Bristol

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Business Location : TBD

<b>Version 1</b>	
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# Anti-Harassment and Bullying Policy – Together Bristol

Version 1

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## 1. Policy Statement

### 1.1

Together Bristol is committed to ensuring that all staff are treated with dignity and respect, and that the workplace is free from harassment and bullying.

### 1.2

All staff are expected to take responsibility for understanding what behaviour is unacceptable under this policy and to act accordingly.

### 1.3

This policy applies to behaviour both within and outside the workplace, including:

- Work-related events
- Business trips
- Social functions connected to work

It covers harassment and bullying by:

- Staff
- Third parties (including service users, customers, suppliers, and visitors)

### 1.4

All staff must treat colleagues and others with dignity and respect. Individuals should consider whether their words or actions could be offensive. Unintentional behaviour can still constitute harassment or bullying and will not be accepted.

## 1.5

Together Bristol takes all allegations seriously and will deal with them promptly and, where possible, confidentially. Harassment or bullying may be treated as misconduct and, in serious cases, gross misconduct which could lead to dismissal.

This policy does not form part of any contract of employment and may be amended at any time.

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## 2. Who is Covered by this Policy

This policy applies to:

- Employees
- Directors and senior leaders
- Volunteers
- Agency workers and interns
- Contractors and self-employed individuals working with Together Bristol

All individuals listed above are referred to as “staff” within this policy.

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## 3. Who is Responsible for this Policy

### 3.1 Managers

Managers must:

- Ensure staff understand expected behaviour
- Promote a respectful working environment
- Take appropriate action where standards are not met

### 3.2 Legal Responsibility

Staff may be personally liable for acts of harassment and may face legal consequences.

### 3.3 Reporting Responsibility

All staff must report any instances of harassment or bullying they experience or witness to their manager.

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## 4. What is Harassment?

### 4.1 Definition

Harassment is unwanted conduct (physical, verbal, or non-verbal) that:

- Violates a person's dignity, or
- Creates an intimidating, hostile, degrading, humiliating, or offensive environment

A single incident can constitute harassment.

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### 4.2 Types of Harassment

Harassment may include:

- Sexual harassment
- Discrimination based on age, disability, gender reassignment, marital status, pregnancy, race, religion, sex, or sexual orientation

Harassment is unacceptable even if it does not fall within these categories.

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### 4.3 Examples of Harassment

Examples include (but are not limited to):

- Unwanted physical contact or invasion of personal space
- Sexual advances or suggestive behaviour
- Repeated unwanted invitations
- Sharing or displaying offensive material (including online content)
- Offensive jokes, comments, or gestures
- Mocking or belittling someone
- Discriminatory language or stereotypes
- Excluding someone deliberately
- Offensive emails, messages, or social media posts

A person can be affected even if they are not the direct target.

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## 5. What is Bullying?

## 5.1 Definition

Bullying is behaviour that is:

- Offensive, intimidating, malicious, or insulting
  - An abuse or misuse of power
  - Likely to make someone feel vulnerable, upset, or threatened
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## 5.2 Examples of Bullying

- Shouting or aggressive behaviour
- Ridiculing or undermining others
- Threats (physical or psychological)
- Excessive or intimidating supervision
- Unjustified criticism
- Abuse of authority
- Excluding individuals without reason

Constructive feedback or reasonable management instruction does not constitute bullying.

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# 6. Preventing Sexual Harassment

## 6.1 Commitment

Together Bristol has a legal duty to take reasonable steps to prevent sexual harassment, including from third parties.

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## 6.2 Risk Assessment

We will assess risks of sexual harassment in areas such as:

- Lone working
  - Visiting external locations
  - Work-related events
  - Travel
  - Interactions with service users or the public
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## **6.3 Actions to Reduce Risk**

Actions will be proportionate and based on identified risks.

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## **6.4 Reporting**

All staff are encouraged to report incidents of sexual harassment.

Together Bristol will:

- Maintain a record of incidents
  - Review trends and risks
  - Take appropriate action
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## **6.5 Training**

All staff will receive training on:

- Appropriate behaviour
  - Reporting procedures
  - Preventing harassment
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## **6.6 Management Responsibility**

Senior leadership is responsible for implementing and reviewing preventative measures.

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# **7. If You Experience Harassment or Bullying**

## **7.1 Informal Resolution**

If appropriate, you may raise the issue directly with the individual.

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## **7.2 Seeking Support**

If this is not possible, speak to your manager for support and guidance.

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### **7.3 Formal Action**

If necessary, raise the issue through the formal grievance procedure.

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### **7.4 Investigation**

Together Bristol will:

- Investigate promptly and fairly
- Maintain confidentiality where possible
- Appoint an impartial investigator

Appropriate action will be taken based on findings.

False or malicious complaints may result in disciplinary action.

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## **8. Witnessing Harassment or Bullying**

Together Bristol encourages a culture where unacceptable behaviour is not ignored.

If you witness harassment or bullying, you should:

- Support the individual affected
  - Challenge behaviour where appropriate
  - Report concerns to management
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## **9. Protection and Support**

### **9.1 Protection from Victimisation**

No one will suffer retaliation for raising concerns in good faith.

### **9.2 Reporting Victimisation**

Any concerns about retaliation should be reported immediately.

### **9.3 Consequences**

Victimisation will be treated as a disciplinary matter.

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## **10. Confidentiality and Data Protection**

- All concerns will be handled confidentially
- Information will only be shared on a need-to-know basis
- Records will be managed in line with data protection requirements

Breaches of confidentiality may result in disciplinary action.

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## **11. Monitoring and Review**

Together Bristol will regularly review this policy to ensure it remains effective and up to date.