



The Royal Scottish Pipe Band Association

The RSPBA Bullying and Harassment Policy

Introduction

The RSPBA is committed to providing an environment free from bullying and harassment.

We aim to ensure that all staff and members are treated, and treat others, with dignity and respect. The purpose of this document is to inform staff and members of their responsibilities.

The policy covers bullying or harassment which could occur while being involved in any RSPBA activity for example; in the workplace whether it be in the office, at competitions, participating in education activities or training, at meetings as well as online and on social media platforms.

This policy applies to staff and all members of the Association including players, Associate Members, Agency Staff and Independent Contractors.

Policy Aim

To provide

- a supportive environment to seek early resolution to bullying or harassment concerns.
- a formal mechanism to address unresolved or significant/persistent bullying or harassment through the RSPBA Complaints & Grievances Policy and Procedure.

What is harassment?

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

It is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these.

Categories

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour;

- offensive e-mails, text messages online or social media content or the display of offensive materials;
- unwanted jokes, banter, mocking, mimicking or belittling a person.

What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority.

Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media. Examples of bullying include:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about a person or their performance;
- shouting at staff or members;
- persistently picking on people in front of others or in private;
- blocking promotion and training opportunities;
- regularly and deliberately ignoring or excluding staff or members from activities or events;
- setting a person up to fail by overloading them with work or setting impossible deadlines;
- regularly making the same person the butt of jokes.

Legitimate and reasonable criticism of a staff or RSPBA member's performance or behaviour, or reasonable management instructions, do not amount to bullying.

Breaches of this Policy

Bullying and harassment are not to be tolerated in our Association at any time or place and all staff and members are required to treat each other, along with supporters, suppliers, and visitors, with dignity and respect.

Breaches of this policy will be dealt with through our Complaints and Grievances Policy & Procedure. Serious cases of bullying or harassment may amount to gross misconduct resulting in dismissal, suspension or expulsion from the Association.

Staff or members who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Complaints and Grievances Policy & Procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Complaints and Grievances Policy & Procedure.

If you believe you are being Harassed or Bullied

If you believe you are being harassed or bullied, you may wish to raise the problem informally with the person responsible.

- Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour.
- Alternatively you may speak to a trusted RSPBA officer or friend who can provide confidential advice and assistance in resolving the issue formally or informally.
- If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should
- Raise the matter formally with the RSPBA CEO (Chief Executive Officer) for investigation in accordance with the RSPBA Complaints and Grievances Policy & Procedure.

If the RSPBA CEO considers that there is sufficient evidence to suggest you have been harassed or bullied the appropriate action will be taken.

Whether or not your complaint is upheld, the CEO or appropriate officer will consider how best to manage any ongoing working relationship between you and the person concerned.

Version Control

Version	Date	Amendment	Author
2.2 SOSC	07/12/2020	Full revision following SOSC review, approved by BOD 5/12/2020 - Version 2.2 SOSC	SOSC – Paul McAndrew