

# Lenham Community Centre

Charity No 1166995

## Bullying and Harassment Policy

1.1 Lenham Community Centre believe all people have a right to be treated with respect and dignity. This policy is designed to encourage a spirit of dignity and respect to support the friendly and productive culture of Lenham Community Centre.

1.2 Harassment, bullying and victimisation are a threat to this culture as they often involve a persistent attempt to control or manipulate through fear. Harassment, bullying and victimisation undermine the right of individuals to be treated with respect and dignity.

1.3 Harassment as defined in the Equality Act 2010 is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

1.4 Harassment, bullying and victimisation are often so closely linked that they appear to be the same thing as an instance of one often leads to an instance of another. For example, bullying is the common denominator of harassment, discrimination, abuse, violence etc.

1.5 There are various types of behaviour that can be described as harassment, bullying and victimisation.

Examples of what is unacceptable behaviour within Lenham Community Centre include:

- Spreading malicious rumours, or insulting someone by word or behaviour
- Copying information that is critical of someone to others who do not need to know
- Ridiculing or demeaning someone – picking on them or setting them up to fail
- Exclusion or victimisation
- Unfair treatment
- Overbearing supervision or other misuse of power or position
- Unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected

- Making threats or comments about security of their position/role without foundation
- deliberately undermining competence by overloading and constant criticism

1.6 Bullying and harassment is not necessarily face-to-face, it may occur through written communications, visual images (for example pictures of a sexual nature or embarrassing photographs of colleagues), email, and phone.

1.7 Treatment of complaints concerning harassment, bullying and victimisation will be dealt with through the Lenham Community Centre Complaints Policy and Procedure.

1.8 Lenham Community Centre will review the policy annually and assess its implementation and effectiveness.

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