



CHAPEL ALLERTON ALLOTMENTS AND GARDENS ASSOCIATION

PREVENTION OF BULLYING AND HARASSMENT

1. CAAGA is committed to encouraging and maintaining good relations, and believes everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to an environment in which individuals feel safe and can participate confidently and with enjoyment.
2. The Association's policy applies to members of the Association taking part in activities on the site or away from the site on activities associated with CAAGA.
3. The Association will investigate any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

Key Principles

4. CAAGA aims to facilitate a safe environment in which everyone is treated fairly and with respect. Members of the Association should not encounter harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, disability, offending background or any other personal characteristic.
5. Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy, and should also report any instance of bullying or harassment which they witness or which comes to their attention.
6. Harassment can be defined as any persistent conduct which is :-
 - unwanted by the recipient
 - is considered objectionable
 - causes humiliation, offence, distress or other detrimental effect.
7. Bullying is unlikely to be a single or isolated instance. It is usually repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting.
8. Any member who wishes to make a complaint of harassment or bullying should first discuss matters informally without due delay with a member of the CAAGA committee who will log the complaint. They will also without delay bring the issue to the attention of the alleged perpetrator and seek an informal resolution. If the issues cannot be resolved, then the complaint should be raised in writing as a

formal grievance in accordance with the grievance policy. This formal complaint will then be the basis of the further proceedings.

9. When a complaint of Harassment or Bullying is brought to the attention of a member of the committee informally, the raising of the issue should be logged by that committee member, with the agreement of the complainant, to provide a record if the issue is then pursued formally and so that the Association can monitor instances of bullying or harassment. Details to be logged should include the details of the complaint, date and time, and names of witnesses (if any). If the informal process becomes formal, it will then be considered under the grievance procedure.
10. All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence within the Committee. However, any alleged perpetrator will be made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses. If the complaint is pursued formally, further action will be taken in accordance with the CAAGA grievance procedure.
11. Following the committee meeting at which the formal complaint is considered, corrective action will be taken where appropriate in accordance with the Association rules and this will be conveyed by the Chair on behalf of the CAAGA committee. Any such action will be treated in confidence within the Committee.