

Bullying and Harassment Policy

1. Zero Tolerance

World Aid Network (WAN) is committed to providing a working environment free from bullying and harassment, in line with the Equality Act 2010 and good employment and volunteering practice. We have a zero-tolerance approach to such behaviour by any trustee, employee, volunteer, contractor, partner or visitor.

2. Scope

This policy applies to all trustees, employees, volunteers and partners, in the United Kingdom and overseas. It covers physical, verbal, written, online and digital communication (including cyber-bullying) and applies inside and outside official charity premises whenever the conduct affects WAN or its people.

3. Definitions

Bullying is offensive, intimidating, malicious or insulting behaviour, or an abuse of power, that undermines, humiliates or injures the recipient. Harassment is unwanted conduct related to a protected characteristic (such as age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation) that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Sexual harassment is unwanted conduct of a sexual nature with the same effect.

4. Examples

- public criticism, ridicule or belittling;
- spreading malicious rumours, including online;
- unwanted physical contact or invasion of personal space;
- sexual comments, advances, jokes or imagery;
- discriminatory remarks based on a protected characteristic;
- persistent unjustified criticism or unfair allocation of work;
- cyber-bullying via email, messaging apps or social media.

5. Reporting

Anyone experiencing or witnessing such behaviour should report it as soon as possible:

- informally to the person concerned where it is safe and appropriate to do so;
- to a trustee, the Designated Safeguarding Lead, or any line manager;
- under the Whistleblowing Policy where the matter is sensitive or relates to a person in authority.

Where the conduct also raises safeguarding concerns, it will be referred immediately to the Designated Safeguarding Lead under the Safeguarding Policy.

6. Investigation and Outcomes

All reports are investigated confidentially and promptly. Possible outcomes include mediation, training, formal warnings, removal from a role or referral to the police where a criminal offence may have occurred. Significant cases may amount to a Serious Incident reportable

to the Charity Commission.

7. Protection from Retaliation

No person who reports bullying or harassment in good faith will suffer any detriment. Acts of retaliation are themselves treated as serious misconduct.

8. Review

This policy is reviewed annually by the trustees.