



## Paisley and District u3a

---

### Bullying and Harassment Policy

#### Purpose

To provide a standard and clear policy and procedure for members of Paisley and District u3a which formally declares that all members will be treated with dignity and respect and no individual will be subjected to any form of bullying or harassment. Formal procedures will exist to ensure any complaints of unacceptable behaviour will be effectively and efficiently addressed.

#### Scope

This policy applies to all members of Paisley and District u3a, ie members of the Executive Committee, Group Leaders, members and, where appropriate, potential members. The policy covers all u3a business, events and meetings. The policy covers all modes of unacceptable behaviour which may be verbal, written, physical, electronic. The policy provides examples of unacceptable behaviour and details the procedure to be implemented in the event of any complaint from a member.

#### General Guidelines

Paisley and District u3a abhors any form of bullying and/or harassing behaviour and will not tolerate such behaviour from or against its members. All complaints of such behaviour will be subject to Paisley and District u3a's Disciplinary Policy and may result in expulsion from the u3a group.

This policy should be read in conjunction with Paisley and District u3a's Equality, Diversity and Inclusion Policy which covers unacceptable behaviours relating to perceived personal characteristics, which is illegal.

Harassment is unwanted conduct affecting the dignity of individuals where actions or comments are viewed as demeaning and unacceptable to the recipient. It may be persistent or an isolated incident.

Bullying is offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Harassment and/or bullying may be caused by an individual against an individual or may involve groups of people. It may be obvious or insidious. It may be conducted in public or in private. It may be face to face or in written communications. Whichever form it takes, it is unwarranted and unwanted to the individual.

Examples of bullying and/or harassing behaviour include spreading malicious rumours; insulting someone verbally or by behaviours; copying communications about someone to others who have no need to know; ridiculing or demeaning someone; setting them up to fail; exclusion or victimisation; unfair treatment; misuse of power or position; unwelcome sexual advances; display of offensive images.

Bullying and/or harassment are not only unacceptable on moral grounds, but may have a detrimental impact on an individual's well-being. In addition, there is a risk to the u3a's reputation.

All members must be clear about the standards of behaviour expected in the u3a and should refer to our Member's Code of Conduct for guidance.

## **Procedures**

Complaints of bullying and/or harassment, or information from members relating to such behaviour, is a serious matter and will be dealt with fairly and confidentially by the Executive Committee.

Complaints should be submitted to the Chair of Paisley and District u3a. This will instigate an investigation which will be conducted promptly, objectively and fairly by the Executive Committee who will agree on the outcome required which may be an informal or formal action.

Informal action – where the matter will be dealt with informally, recognising that people are not always aware that their behaviour is unacceptable or unwelcome to the recipient. An informal discussion can lead to a greater understanding and a cessation of the particular behaviours.

Formal action – where more serious incidents of bullying and/or harassment will be dealt with as a disciplinary matter. Where the behaviour constitutes gross misconduct, appropriate action may result in withdrawal of membership.

Mediation may be considered in cases where help and support provide a more helpful resolution to the parties concerned.

In all events, Paisley and District u3a will endeavour to eliminate all unacceptable behaviour and promote positive relations amongst its membership.



<b>u3a</b>	<b>Paisley and District u3a</b>
Bullying and Harassment Policy	
Policy Approved by Executive Committee	6 January 2023
Review Date	January 2026