



NORWICH ICENI BASEBALL ANTI-BULLYING & HARASSMENT POLICY

Norwich Icení Anti-Bullying & Harassment Policy

The Norwich Icení Baseball Club is committed to working together and in partnership with all relevant agencies to ensure that we fulfil our legal and moral obligations to safeguard and promote the welfare of all participants.

This Anti-Bullying & Harassment Policy is mandatory for all Norwich Icení participants. You are expected to adopt, implement and actively promote all aspects of this Anti-Bullying & Harassment Policy.

1 Introduction

- 1.1 Any complaint of harassment or bullying will be handled sensitively, in a timely and confidential manner.
- 1.2 The Club recognises the right of volunteers and members to determine for themselves whether the words or behaviour of others is acceptable to them and to bring a complaint or grievance in respect of harassment or bullying. Following the investigation of a complaint, the decision as to whether the complaint is warranted and, if so, what disciplinary sanction should apply, is outlined in the Norwich Icení Baseball Club's Disciplinary Procedures.
- 1.3 Any records made of any action taken under this procedure will be treated as confidential unless there is a legal obligation.
- 1.4 A manager in the case of this policy may include (but is not limited to) a volunteer supervisor, program lead, coach, committee chair or board officer.
- 1.5 The Board, the Secretary, or the Chairman have the authority to safeguard its members under the constitution by investigating any alleged violations of this policy under the club's Complaints & Grievance procedure.



2 Informal Resolution

- 2.1** A member who considers himself or herself to be the victim of harassment or bullying, may, in some cases, be able satisfactorily to resolve the matter by explaining clearly to the perpetrator that their behaviour is unacceptable, contrary to the Club's policy and must stop. Members may wish to ask a fellow member to put this on their behalf or to be with them when confronting the perpetrator.
- 2.2** Members are encouraged to seek the assistance of their manager in the handling of harassment and bullying complaints when they want advice regarding appropriate steps to stop the harassment. Any such discussion will be strictly confidential.
- 2.3** If it is considered by the member to be appropriate, the manager may seek to resolve the matter informally by indicating to the alleged perpetrator, without pre-judging the matter, that there has been a complaint that their behaviour is having an adverse effect on a fellow employee, that any such behaviour is contrary to Club's policy, that the continuation of such behaviour would, if substantiated, amount to a serious disciplinary offence and that their discussion is informal and confidential. If a complaint is resolved informally, the alleged perpetrator will not be subject to the Club's Complaints and Grievance procedure.

3 Formal Resolution

- 3.1** In the event that informal resolution of the matter is unsuccessful, or considered inappropriate in the circumstances, the member may make a formal complaint or grievance of bullying and/or harassment under the club's complaint and grievance procedure. A formal complaint or grievance may lead ultimately to the imposition of disciplinary sanctions on the perpetrator as outlined in the club's disciplinary procedure.
- 3.2** The complaint or grievance should be put in writing to the secretary of the Norwich Icení Baseball Club by the member and should state the following details: the name of the alleged harasser or bully, the nature of the harassment or bullying, the dates and times the harassment or bullying occurred, the names of any witnesses, any supporting and appropriate evidence and any action taken by the complainant to resolve the matter informally.
- 3.3** In exceptional circumstances and following consultation with the member, the Club reserves the right to safeguard its members and may decide that it is necessary to investigate further and take more formal action.
- 3.4** Where the complainant and the alleged harasser or bully work in proximity to each other, it may be necessary to ensure they do not continue to do so, whilst the complaint is being investigated, and during any consequent disciplinary proceedings. This may necessitate that one or both parties be placed on interim suspension in line with the complaint and grievance procedure.



4 What is Harassment?

4.1 Harassment means words or behaviour which:

- 4.1.1** are based on the sex, race, colour, ethnic origin, trans-sexuality, disability, or other personal characteristic of another person;
- 4.1.2** are unacceptable and unwanted, and
- 4.1.3** create an intimidating, humiliating, or offensive working environment for the person who is the target of the words or behaviour.

4.2 Harassment can take many forms. Examples of harassment prohibited by this policy include:

- 4.2.1** verbal abuse or offensive jokes or pranks;
- 4.2.2** speculation about an individual's private life;
- 4.2.3** lewd comments about appearance;
- 4.2.4** requests for sexual favours or repeated requests for dates;
- 4.2.5** threat of dismissal, loss of promotion etc. for refusal of favours;
- 4.2.6** unnecessary body contact;
- 4.2.7** threatened or actual assault or violence;
- 4.2.8** deliberate exclusion from conversations or work activities;
- 4.2.9** display of offensive material e.g., pin-ups, graffiti;
- 4.2.10** using e-mail or the internet for the purpose of bullying or making abusive or offensive remarks, or to send pornography or inflammatory literature.

This is not an exhaustive list. Some forms of harassment plainly constitute gross misconduct for the purposes of the club's disciplinary and grievance procedure and will normally merit dismissal. Examples of this category would be:

- 4.2.11** threatened or actual sexual or racial assaults; and
- 4.2.12** suggestions or threats by managers or supervisors that sexual favours or racial origins could affect someone's volunteer security or prospects.

Other forms of harassment may constitute gross misconduct, depending on the circumstances of the case.

5 What is Bullying?

5.1 Bullying is persistent behaviour directed against an individual or group of individuals, which creates a threatening or intimidating work environment that undermines the confidence and self-esteem of the recipient/s.

5.2 Bullying can take many forms. Examples prohibited by this policy include:

- 5.1.1** verbal abuse, such as shouting or swearing at colleagues;
- 5.1.2** threatening or insulting colleagues;
- 5.1.3** abusing power or using unfair penal sanctions;
- 5.1.4** practical jokes;
- 5.2.5** physical abuse such as hitting, pushing or jostling;
- 5.2.6** rifling through, hiding or damaging personal property;
- 5.2.7** ostracising or excluding colleagues from work events or social activities.

This is not an exhaustive list.

5.3 Bullying does not include appropriately conducted criticism of a member's behaviour or job performance by a manager.



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Date of Issue: 12.06.2023

Version Number: 1

5.4 It is possible for a member to be bullied or harassed by a colleague or subordinate as well as by a manager or supervisor.

5.5 It is important to recognize that what one member may find acceptable, another may find totally unacceptable, and that the essence of harassment and bullying is that the words or behaviour are unwelcome to the particular person who is the target of the words or behaviour. All employees must treat their colleagues with respect, courtesy and appropriate sensitivity.