



# Bullying Policy

DOCUMENT DETAIL	
Policy Name	Bullying Policy
Version	Version 2
Approved by	LWC Committee 15.3.23
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Responsible Faculty	Membership Faculty
Responsible Lead	Faculty Lead/Ordinary Member(s)
Document summary	Outlines approach to bullying and harassment

DOCUMENT HISTORY		
Version Number	Comments	Approved By
1	New policy Sep 2016	-
2	Policy reviewed and updated May 2023	LWC Committee 15.5.23

## **Bullying Policy**

The Charity Commission has clarified the responsibilities of Trustees to recognise that there is simply no place for bullying and harassment within, or by, charities. Trustees have a central role to play to ensure their charity has clear policies, and that allegations are handled appropriately and in line with employment and other laws. Those concerned about bullying or harassment are encouraged to take their concerns directly to the Chair or the Trustees whenever this is appropriate, and Trustees are responsible for ensuring they have processes in place to hear those concerns and address the matter.

### **Definition of Bullying**

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include:

- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or development opportunities

Bullying and harassment can happen:

- face-to-face
- by letter
- by email
- by phone

### **Scope**

This policy covers choir members and individuals or groups contracted for services.

### **Bullying Procedure**

LWC must ensure that all individuals are treated with respect and courtesy.

LWC Executive Committee should discourage bullying, harassment or victimisation by making it known that such behaviour is unacceptable, and by supporting choir members who are making a complaint about bullying or unfairness.

All incidents of harassment, bullying or victimisation should be reported to the LWC Chair who should try to resolve matters informally by speaking to both parties. If this does not work, a formal complaint can be made using the LWC Complaints procedure.

The Executive Committee will ensure that the complainant can raise issues should they desire to do so at the Executive Committee meeting, by prior arrangement with the Chair. The complaint, whether informal or formal, should be resolved within 4 weeks.

### **Responsibility**

The overall responsibility of this policy is with the Executive Committee of the LWC.

Alison Shead  
Ordinary Member

Reviewed May 2023

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