



**Worcester Municipal Charities (CIO)
Registered Charity No 1166931**

Bullying, Harassment and Respectful Conduct Policy

Statement

Worcester Municipal Charities is committed to fostering a culture of dignity, respect, professionalism and inclusion. The charity believes that everyone associated with its work should be treated fairly, courteously and with respect. Bullying, harassment, victimisation, intimidation and other forms of inappropriate conduct have no place within the Charity and will not be tolerated either by face-to-face contact or digital communications and online conduct.

This policy establishes the standards of behaviour expected of trustees and employees and provides a framework for raising and addressing concerns where those standards are not met.

Definitions

Harassment - in general terms is unwanted conduct affecting the dignity of individuals in the workplace. It may be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual and may be persistent or an isolated incident.

The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Bullying - may be characterised as offensive, intimidating, malicious or insulting behaviour and abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Respectful conduct - means treating everyone with dignity and fairness speaking politely listening, respecting boundaries and differences and taking responsibility for your own actions so that all people feel safe and valued.

Reporting

If you feel you are being subjected to bullying, victimisation or intimidation you should keep a written record detailing the incidents and any requests made to the harasser to stop. This written record should be made as soon as possible after the event giving rise to concern and should include, dates, times, places and the circumstances of what happened, emails or other correspondence on digital platforms should also be included .

Process

If you feel you are being subjected to any of these things, the reporting process is as follows.

Employee -Line manager

Line Manager -Chair

Trustee - Chair

Chair- Vice-chair and designated trustee

This policy has been approved by the board of Trustees of Worcester Municipal Charities (CIO) on 29th July 2026.