



The Association of 16mm Narrow Gauge Modellers

Policy and Procedure for the Management of Harassment, Bullying, Violence and Aggression

Scope:

This policy and procedure covers **ALL** forms of Harassment, Bullying, Violence and Aggression including written and verbal forms whether by telephone, in the press, letter, email, social media as well as face to face confrontations.

Definitions:

Harassment - For the purposes of this policy, harassment is defined as any form of unwanted conduct related to any of the discriminatory grounds listed here which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The discriminatory grounds are: age, disability, religious belief, nationality, family status, gender, sexual orientation, or race. The harassment may be persistent or an isolated incident. Sexual harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. It is the unwanted nature of sexual harassment which distinguishes it from behaviour that is welcome and reciprocal. Sexual harassment can take the form of requests for sexual favours or suggestive remarks, physical touching/gesturing of a sexual nature or indecent exposure. A single incident may not necessarily constitute sexual harassment.

Bullying - For the purposes of this policy, bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise. It may be conducted by one or more persons against another or others and is behaviour which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to dignity but as a once-off incident is not necessarily considered to be bullying. Examples of bullying in the real or virtual world include:

- repeated personal insults or name calling;
- constant humiliation or belittling a person, often in front of others;
- showing hostility through sustained unfriendly contact or exclusion;
- aggressive bodily posture or intimidatory physical behaviour;
- repeated verbal abuse.

Violence – For the purposes of this policy, violent behaviour is defined as being any incident, in which a person is abused, threatened or assaulted. This can include verbal abuse or threats as well as physical attacks. Is the intentional application of force to the person of another, without Justification, resulting in physical injury or personal discomfort.

Duties:

It is the Boards duty to ensure, as far as possible, that everyone is aware that harassment, bullying, violent or aggressive behaviour, as defined above, will not be tolerated.

- The full details of this policy will be posted on the website, Members are encouraged to familiarise themselves with the details.
- Notices may be displayed at National events stating that Harassment, Bullying, Aggressive, Violent and Abusive Behaviour will not be tolerated at Association Events.
- Paperwork may be issued to Traders to state the above. It must be made clear that by accepting an invitation they are agreeing to behave in an acceptable way. The Website to state “Harassment, Bullying, Aggressive, Violent and Abusive Behaviour will not be tolerated at Association Events”

Procedure:

- Any issues raising concern should be reported to an Association Director immediately.
- At least 2 Directors should investigate the incident and attempt to diffuse the situation verbally in a measured and calm way.
- If the incident is not resolved the individual/s should be escorted off the premises immediately. This should to be done in a way which avoids physical force and it may be appropriate to call the Police for assistance.
- Do not place yourself at risk.
- The incident should be documented as soon as possible.
- The incident should be discussed at the next Board meeting measured against the policy definitions. If the Board agree that the behaviour is unacceptable consider withholding an invitation to the next or future event/events.
- In extreme cases police prosecution may be considered.

Amendment Record

First Issued 24.08.13

Updated to include Harassment and Bullying 19.03.16