



**DURHAM  
CRICKET**

# **Anti-Bullying & Harassment Policy**

**1<sup>st</sup> February 2025**

## ***Bullying and Harassment***

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Our aim is to provide a working environment that respects the rights of each individual employee and where colleagues treat each other with the utmost respect. Any behaviour that undermines this aim is totally unacceptable.

All forms of harassment and bullying will not be tolerated under any circumstances.

While implementing and upholding the policy is the duty of all of our managers and supervisors, all employees have a responsibility to ensure that harassment has no place in the workplace.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

### **Principles and Procedure**

The following procedure has been designed to inform employees about the type of behaviour that is unacceptable and provides employees who are the victims of harassment and bullying with a means of redress.

It covers bullying and harassment by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.

This policy also applies to work-related functions held outside of normal working hours, either on or off the organisation's premises, such as Christmas parties, leaving celebrations, working lunches, etc.

### **Harassment**

#### ***Definition***

Harassment is any unwanted physical, verbal or non-verbal conduct that intentionally or unintentionally violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive working environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes

create an offensive environment.

### ***Examples of harassment***

Employees may not always realise that their behaviour constitutes harassment, but they must recognise that what is acceptable to one employee may not be acceptable to another - determining what is acceptable is an individual right that we must all respect. Examples of harassment include (but are not restricted to):

1. Verbal harassment  
Examples include crude language, open hostility, offensive jokes, suggestive remarks, innuendoes, rude or vulgar comments, malicious gossip and offensive songs
2. Non-verbal harassment  
Examples include wolf-whistles, obscene gestures, sexually suggestive posters/calendars, pornographic material (both paper-based and generated on a computer, including offensive screensavers), graffiti, offensive letters, offensive emails, text messages or social media content and offensive objects (this can include mocking, mimicking or belittling a person because of their characteristic)
3. Physical and sexual harassment  
Examples include unnecessary or unwanted "horseplay" including touching, patting, pinching or brushing against another employee's body, intimidating behaviour, assault and physical coercion as well as unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
4. Coercion  
Examples include pressure for sexual favours (e.g. to get a job or promotion) and pressure to participate in political, religious or trade union Clubs, etc.
5. Isolation or non-cooperation and exclusion from social activities
6. Intrusion  
Examples include stalking, pestering, spying, etc.

### **Sexual Harassment**

Recent changes in legislation mean that employers must take reasonable steps to prevent sexual harassment. This duty requires employers to anticipate and prevent sexual harassment, including harassment from third parties like customers, clients, and visitors. Employers must now proactively take steps to prevent sexual harassment in the workplace, rather than just responding to it after it occurs.

The duty extends to preventing harassment from third parties, not just other employees, a key issue in the environment Durham Cricket operates in.

The Equality and Human Rights Commission (EHRC) can now take enforcement action if they find evidence of an employer failing to take reasonable steps to prevent sexual harassment.

The law emphasizes the need for employers to create a workplace culture where sexual harassment is understood to be unacceptable and where staff feel safe to

report incidents. If you believe you have been subject to sexual harassment, then you should report this to your line manager. If for whatever reason you do not wish to raise it with your line manager, then the issue can be reported to the Chief Operating Officer.

All reported instances will be fully investigated and, if the accusation is proven, the issue will be dealt with as a serious matter and via the disciplinary process. Staff should feel confident that they can report incidents of harassment with no fear of retaliation.

Each senior manager will regularly assess the workplace for potential risks of sexual harassment and take steps to mitigate those risks. This includes actively addressing behaviours that could be interpreted as harassing, addressing any concerns promptly, and taking appropriate disciplinary action when necessary.

## **Bullying**

### ***Definition***

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about someone's performance;

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

### ***Examples of bullying***

Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions like deliberately ignoring someone at work.

These can be split into two categories:

#### **1. Obvious bullying:**

Examples include:

- a) Shouting or swearing at people in public and private
- b) Persistent criticism
- c) Ignoring or deliberately excluding people
- d) Persecution through threats and instilling fear
- e) Spreading malicious rumours
- f) Constantly undervaluing effort

- g) Dispensing disciplinary action which is totally unjustified
- h) Spontaneous rages, often over trivial matters

## 2. Less obvious bullying:

Examples include:

- a) Withholding information or supplying incorrect information
- b) Deliberately sabotaging or impeding work performance
- c) Constantly changing targets
- d) Setting individuals up to fail by imposing impossible deadlines
- e) Removing areas of responsibility and imposing menial tasks
- f) Blocking applications for holiday, promotion or training

These examples listed are not exhaustive. The actions listed must be viewed in terms of the distress they cause the individual. As with harassment, it is the perceptions of the recipient that determines whether any action or statement can be viewed as bullying.

## **The Impact of Harassment and Bullying**

Harassment and bullying can extract a high price on our employees and the organisation alike.

Bullied or harassed employees will suffer the effects of fear, stress and anxiety, which can put great strains on personal and family life. Harassment and bullying can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation.

The damage, tension and conflict that harassment and bullying create should not be underestimated. The result is not just poor morale, but higher staff turnover, reduced productivity, divided teams, poor service and poor product quality.

Our public image can be badly damaged when incidents of harassment and bullying occur, particularly when they attract media attention. This can result in us losing some of our customers, who could equally communicate negative views and comments to other companies or personal contacts.

## **Enforcement**

The examples of harassment and bullying provided in this policy are not exhaustive. Any harassment or bullying will be classed as gross misconduct, for which employees may be summarily dismissed.

All employees will be informed of the organisation's policy towards harassment and bullying:

1. During induction training
2. Via communication and awareness programmes

It will be stressed that all complaints of harassment will be treated very seriously.

The organisation expects all managers and supervisors to ensure that this policy and procedure is adhered to at all times and expects all employees to respect the dignity of their colleagues. The policy will be regularly monitored to ensure that it is achieving its aims, and that managers and employees are confident about its application.

## **Training, Communication and Awareness**

The organisation recognises that a written policy, though an essential first step, is not sufficient to eliminate harassment and bullying.

Prominent and regular communication, training and awareness is important to ensure that all our employees:

1. Understand our commitment to prevent harassment
2. Understand their responsibilities and role in the process
3. Know where to seek advice and guidance
4. Know how to make complaints and are confident that they will be handled effectively

We are committed to using a number of different ways in which to communicate our policy effectively.

These are:

1. Training and awareness programmes for all staff at all levels
2. Briefings for employee and trade union representatives
3. Posters
4. Items on staff notice boards
5. A section in the staff handbook
6. Management guides
7. Employee guides
8. Counsellors/advisers who can guide employees through the policy and procedures
9. Articles in the staff magazine
10. Inclusion in briefing meetings
11. Inductions

## **If You Are Being Harassed or Bullied**

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager, or the HR Department, who can provide confidential advice and assistance in resolving the issue formally or informally.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

## **Continuing to Work Together**

Whether a complaint is upheld or not, the organisation recognises that it may be difficult for the employees concerned to continue to work in close proximity to one another during the investigation or following the outcome of the proceedings. If this is the case the organisation will consider a voluntary request from either party to transfer to another job or work location. However, a transfer cannot always be guaranteed.

It may be appropriate to arrange some form of mediation and/or counselling, or to change the duties, working location or reporting lines of one or both parties.

## **Monitoring**

Where harassment or bullying has been found to have occurred, and the perpetrator remains in employment, regular checks will be made to ensure that harassment has stopped and that there has been no victimisation or retaliation against the victim. The organisation will also ensure that the employee who committed the act of harassment or bullying is not victimised in any way.

## **Protection and support for those involved**

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

## **Malicious Complaints**

Where a complaint is blatantly untrue and has been brought out of spite, or for some other unacceptable motive, the complainant will be subject to the organisation's disciplinary procedure, as will any witnesses who have deliberately misled the organisation during its investigations.

### **Record-keeping**

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process.