



Gateway Wheelers

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Bullying Policy

Introduction:

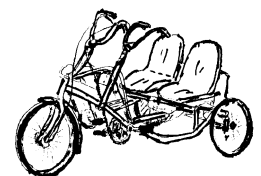
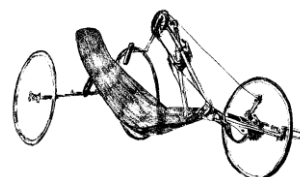
- Gateway Wheelers actively supports the right of all people to be treated with dignity and respect at work. We are committed to promoting a working environment free from all forms of harassment and bullying.
- Bullying is improper and inappropriate behaviour that causes stress and undermines the Health and Safety of people at work. It is neither acceptable nor tolerated within Gateway Wheelers. As an employer the organisation recognises that it has a responsibility to protect employees against bullying at work, and to follow the Health & Safety Executive's guidance in Stress at Work.
- All employees will be made aware of Gateway Wheelers policy forbidding the bullying of any employee by another employee and will be expected to comply with this policy. Appropriate disciplinary action, including warnings, and dismissal for serious offences may be taken against any employee who violates this policy.

Gateway Wheelers also recognises that it has a responsibility to protect employees from bullying at work by members of the public. Employees have the right to be treated with respect by the public they provide services to. Bullying and harassment of staff by members of the public are dealt with in a separate policy (Violence to staff).

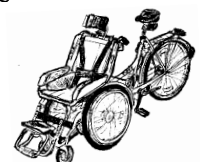
Definition of bullying:

Bullying is where an individual abuses a position of power or authority over another person. It can take many different forms. The following are examples, but not an exhaustive list, of inappropriate behaviour covered by this policy aimed at preventing bullying:

- Shouting at an individual to get things done
- Humiliating an individual in front of their colleagues
- Picking on one person when there is a common problem
- Conduct that denigrates, ridicules or humiliates an individual, especially in front of their colleagues



Registered Charity Number: 1084149
www.gatewaywheelers.org.uk





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- Being overloaded with work, or having all your work taken away and replaced with either menial tasks or with nothing
- Conduct which is intimidating, physically abusive or threatening
- Victimisation, where a person is treated less favourably than another, for example because he or she has brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating them or others
- Consistently undermining someone and their ability to do their job

Preventing Bullying:

Gateway Wheelers has duties to ensure both the physical and psychological health, safety and well being of employees at work under health and safety legislation. This includes assessing the causes of stress at work and introducing measures to reduce or prevent stress. The Health & Safety Executive's list of sources of stress includes; harassment and bullying; inconsistent managerial style; autocratic management; failure to listen to and take account of staff views.

Gateway Wheelers will provide training for all managers in identifying bullying / harassing behaviour and in handling cases of bullying.

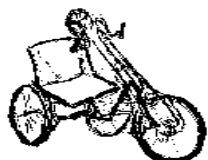
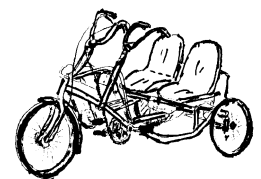
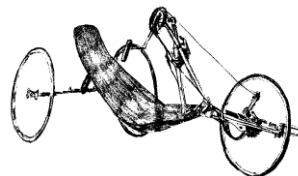
Duties of Manager:

The Development Officer is responsible for preventing bullying at work and for taking appropriate action to eliminate it if it occurs. They should ensure that all incidents are dealt with promptly and fairly, in strict confidence. Failure to do so will be considered a failure to fulfil all the responsibilities of the position.

Trade Union (UNION) Representatives:

Gateway Wheelers recognises that UNION representatives are able to assist their members who have been bullied, including supporting them in taking complaints forward. Gateway Wheelers encourages all members who are concerned about bullying to speak to their UNION representative.

Gateway Wheelers is committed to preventing any bullying, harassment or victimisation of trade union activists or members because of their trade union activities.



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