

Harassment

Kernow Positive Support

SPECIALISED HIV INFORMATION,
SUPPORT, RESPITE & RETREAT



POLICY DOCUMENT 2013

Revised 2017

HARASSMENT

The aim of the Policy is to prevent harassment and to ensure that Kernow Positive Support (KPS) has procedures to counteract harassment.

1. HARASSMENT DESCRIBED

Harassment is behaviour towards another person that affects that person's own dignity at work and includes behaviour which causes personal offence, ridicule or fear. Harassment also includes unfair discrimination on any grounds, e.g. age, religion, disability, sex, marital status, sexual orientation, race, colour, nationality, ethnic or national origins, or any kind of mental or physical bullying. In particular, sexual harassment includes any unwanted conduct based on gender.

1.2 Harassment may be a single incident or a series of incidents.

2. KERNOW POSITIVE SUPPORT'S ATTITUDE TO HARASSMENT

Harassment of any kind is unacceptable to KPS. Any complaint of harassment is to be taken seriously. Retaliation against a person who has complained of harassment will not be tolerated and may be the subject of the Disciplinary process.

3. THE LAW

This policy intends to support the relevant Law, including the Equality Act 2010 and the Equal Treatment Directive (2006/54/EC), or any statutes or Directives, which supplant or replace them.

4. CHANNELS FOR COMPLAINTS

Any person who receives a complaint of harassment should keep the complaint confidential as far as is possible having regard to the need for the complaint to be effectively and sensitively handled.

5. PROCEDURE

5.1 Informal

The first stage for a service user/client or employee*/volunteer who believes that they have been the subject of harassment would usually be to inform the person responsible and ask them to stop. The information could be put in writing if the service user/client or employee/volunteer feels unable to complain in person.

It is recommended that the service user/client or employee/volunteer should inform a third party, e.g. a member of the KPS Board of Trustees.

At the request of the service user/client or employee/volunteer, any of the above persons may approach the alleged harasser with a view to resolving the problem informally.

5.2 Formal

The process should, as far as possible, be kept confidential. Both the complainant and the alleged harasser have the right to consult and to be represented.

**Employee is defined as any members of paid staff and any contracted persons such as; Therapists, Counsellors and Facilitators.*

This policy also includes the identification of risks posed to both clients and staff during lone working. KPS recognises that a significant proportion of the support provided will be through one to one contact in a variety of settings, and the risks to clients, staff and volunteers need to be identified. Staff and volunteer training and induction procedures will highlight the potential risks to staff and volunteers, and the risk to clients will be identified in the client handbook. As part of the overall service provision staff and volunteers are required to draw to the attention of prospective clients the relevant section of the client handbook which deals with these potential risks.

Information covering these potential risks and how staff, volunteers and clients should deal with the possible risks which can arise from one to one working is contained in several policy documents including:

- KPS Risk Assessment
- KPS Lone Worker Policy
- KPS Whistleblowing Policy
- KPS Safeguarding Policy Children/Adults
- KPS Managing your Personal Safety
- KPS Ethics and Practices Policy
- KPS Disciplinary Procedure Policy
- KPS Conflict of Interest Policy
- KPS Confidentiality & Data Protection Policy
- KPS Complaints Policy
- KPS Health & Safety Policy

Plus the KPS Client Handbook, and the KPS Staff and Volunteer Handbook.

All KPS policies and procedures are reviewed annually; this HARASSMENT POLICY has been reviewed and ratified by the KPS Board of Trustees commencing 1st March 2017 (*under 'policies' as shown in the KPS Annual Report and Accounts*).

Ref: HP2013/14.