



Bullying and Harassment Policy

Sidney Cooper Arts Trust

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1. Purpose

Sidney Cooper Arts Trust (“the Charity”) is committed to providing a safe, respectful, and inclusive environment for trustees, staff, volunteers, and beneficiaries. This policy sets out how the Charity will prevent, address, and respond to bullying and harassment.

2. Principles

- Zero tolerance: bullying and harassment will not be tolerated in any form.
- Respect: all individuals must be treated with dignity and fairness.
- Confidentiality: complaints handled sensitively and shared only as necessary.
- Fairness: investigations will be impartial and timely.
- Compliance: adherence to UK employment law, equality legislation, and Charity Commission guidance.

3. Definitions

- Bullying: repeated, unreasonable behaviour that demeans, intimidates, or humiliates.
- Harassment: unwanted conduct related to a protected characteristic (e.g. age, gender, race, disability, religion, sexual orientation) that violates dignity or creates a hostile environment.
- Victimisation: treating someone unfairly because they raised a complaint or concern.

4. Responsibilities

- Trustees: ensure policy is in place, reviewed annually, and that complaints are handled appropriately.
- Managers/Supervisors: lead by example, prevent bullying/harassment, and act on concerns.
- Staff & Volunteers: treat others respectfully and report concerns promptly.

5. Procedure

1. Informal Resolution: where appropriate, concerns may be raised informally with the person involved or a supervisor.
2. Formal Complaint: if unresolved, a written complaint should be submitted to the Chair of Trustees.
3. Investigation: an impartial trustee or external investigator will review the complaint.

4. Outcome: findings shared with the complainant and respondent; actions may include mediation, disciplinary measures, or removal from role.
6. Appeal: complainants may appeal to the Board of Trustees.

7. Support

- Complainants and respondents will be offered support during the process.
- External advice or mediation may be sought where appropriate.

8. Monitoring

- All complaints logged in a Bullying and Harassment Register.
- Trustees review complaints quarterly to identify patterns and improvements.

9. Review

This policy will be reviewed annually by trustees and updated in line with changes to legislation and best practice.