

FOULDEN PARISH COUNCIL- BULLYING POLICY

1.0 The Policy

1.1 It is the Council's policy to maintain a non bullying working environment. All allegations of bullying will be thoroughly and promptly investigated. Where allegations are substantiated, appropriate disciplinary action will be taken against anyone responsible.

2.0 What Amounts To Bullying?

2.1 What amounts to bullying will be largely defined by the impact of an individual's behaviour on the recipient. Whilst bullying will often involve a person in authority abusing their authority and picking on those below him/her, an individual may also bully a peer and a group of people may bully individuals.

3.0 Forms of Bullying

3.1 Bullying can take many forms, the following is a non-exhaustive list of how bullying may appear:

- 3.1.1 open aggression, threats, shouting abuse/obscenities;
- 3.1.2 subjecting an individual to humiliation or ridicule, belittling their efforts, often in front of others;
- 3.1.3 subjecting an individual to excessive supervision without justification, excessive monitoring of their work and being over critical about minor things;
- 3.1.4 constantly taking the credit for another individual's work, but never the blame;
- 3.1.5 constantly overruling an individual's decisions, without reason;
- 3.1.6 without justification removing whole areas of work responsibility from an individual or reducing their job to routine tasks that are below their skills and capabilities;
- 3.1.7 deliberately withholding information that an individual requires in order to do their job effectively;
- 3.1.8 ostracising or marginalising an individual by unreasonably excluding that person from discussions, decisions etc.
- 3.1.9 spreading malicious rumours about the individual;
- 3.1.10 blocking a reasonable request for leave and/or training made in accordance with the Council's procedure.

4.0 Effects of Bullying

4.1 Effects on the individual

4.1.1 People who are constantly bullied, lose their self confidence, their self esteem and they are at an increased risk of suffering from stress and depression.

4.2 Effects on the Council

4.2.1 Bullying affects not only the individuals involved but also the Council as a whole, since people working in a climate of fear and resentment do not give their best. Where bullying occurs and it is not dealt with, sickness absence will increase, staff turnover will increase and morale and performance levels will fall.

5.0 Raising Bullying Issues

5.1 The Council recognises that if you feel you are being bullied by someone in a position of management over them, then it may be awkward for you to make a

complaint. It is the aim of this policy to ensure that all employees are aware of what action they should take if they consider they are being subjected to bullying, or are aware of another individual being subjected to bullying.

- 5.2 As far as possible, any complaints made under this procedure will be entirely confidential.

6.0 Procedure

6.1 The First Step

- 6.1.1 The Council recognises that it may be awkward for you to raise bullying with the bully on an informal basis. If possible however you should raise the matter with the bully and state that their behaviour is unacceptable and interfering with their work and ask the bully to stop.
- 6.1.2 You are advised to record a note of the date and what was said in case this is needed later as evidence should the bullying continue or subsequently recur.

6.2 The Second Step

- 6.2.1 If the bullying continues or if you feel unable to raise the issue as set out in step one, you should report the matter in confidence to the Council.
- 6.2.2 If it is a member of Council against whom you have the complaint then the matter can be raised with the Chair.

6.3 Formal Investigation

- 6.3.1 Where bullying continues (either at the time or subsequently) and you wish to progress matters formally, you should raise a grievance in accordance with the Council's Grievance Procedure.

6.4 Disciplinary Action

If you wish to make the complaint a formal complaint through the Grievance Procedure or the Council decides the actions of an individual cannot be ignored, then an individual who has the complaint of bullying made against them will be subject to disciplinary investigation or censorship in accordance with the Council's disciplinary procedure.