

## **ADHDadultUK Bullying and Harassment Policy**

### **1. Introduction**

ADHDadultUK has a zero-tolerance approach to any form of bullying, harassment or discrimination.

We understand that experiencing inappropriate behaviour can make working life miserable and take an emotional, physical, and mental toll on our colleagues. We will always take any allegations very seriously.

### **2. Purpose**

This policy outlines ADHDadultUK's commitment to providing a safe and respectful work environment free from bullying and harassment. It applies to all trustees, volunteers, contractors, and any other individuals connected to the charity. The policy aims to promote dignity and respect and prevent bullying and harassment from occurring.

### **3. Definition**

Bullying and harassment are defined as any unwanted behaviour that is offensive, intimidating, hostile, degrading, or humiliating. It can be verbal, written, or physical and it can occur in person, by phone, email, social media, or any other form of communication.

Examples of bullying and harassment include, but are not limited to:

- Verbal abuse, insults, or derogatory comments
- Threats or physical violence
- Intimidation, shouting, or aggressive behaviour
- Exclusion, isolation, or victimisation
- Offensive jokes, comments, or gestures
- Sexual harassment or discrimination

### **4. Responsibilities**

It is the responsibility of all individuals connected to the charity to respect the policy and promote a culture of dignity and respect. The policy applies to all activities and events organised by the charity, including those taking place outside the office or outside working hours.

### **5. Reporting Procedure**

Any individual who experiences or witnesses bullying, or harassment should report it immediately to the designated Trustee responsible for dealing with such incidents. This trustee is named at the end of this document as the person that has approved this policy. Reports can be made verbally or in writing, and confidentiality will be as fully maintained as possible.

**6. Investigation Procedure**

The charity will conduct a prompt and impartial investigation into all reported incidents of bullying and harassment. The investigation will be conducted in a confidential manner, and all parties involved will be treated with dignity and respect. Complaints will normally be reviewed and responded to within 15 working days.

**7. Disciplinary Action**

Any individual found to have engaged in bullying or harassment will be subject to disciplinary action, which may include a warning, suspension, or dismissal from the charity. The charity will take appropriate measures to prevent any further incidents of bullying or harassment.

**8. Support**

The charity will provide support to any individual who has experienced bullying or harassment. This may include referrals to external support organisations.

**9. Training and Awareness**

To ensure understanding and compliance with this policy, ADHDadultUK will make available training and resources for all trustees, volunteers, and staff if requested.

This could include:

- Training sessions on recognising and preventing bullying and harassment
- Access to informational materials and resources
- Workshops on promoting a respectful and inclusive environment

**10. Review**

This policy will be reviewed annually by the Trustees to ensure that it remains up-to-date and effective. Any necessary changes will be made and communicated to all relevant parties.

**Version Control - Approval and Review**

Version No	Approved By	Approval Date	Main Changes	Review Date
1.0	James Brown	02/02/2024	Initial draft approved	02/02/2025