

Ashdon Jazz Academy

Anti-bullying and Harrassment Policy

2023



ANTI-BULLYING AND HARASSMENT POLICY

1. Statement of intent

Ashdon Jazz Academy (“**The Charity**”) is committed to encouraging all meditators and those involved with or connected to the Charity in some way to maintain good relations, and not use words or deeds that may harm the wellbeing of others. Everyone has the right to be treated with consideration, fairness, dignity and respect and this contributes to an environment in which individuals feel safe to meditate and to volunteer.

The Charity has a zero tolerance approach towards bullying and harassment and will take seriously and investigate any allegations of bullying or harassment.

The Charity’s Anti-bullying and Harassment policy applies to all those practising within the UK and should be read in conjunction with the following policies

- AJA Code of Conduct for volunteers
- AJA Code of Conduct for trainers
- Guidance for meditators
- Grievance / Complaints procedure
- Whistleblowing policy

2. Definition of harassment and bullying

Harassment and bullying can be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that determines whether harassment or bullying has occurred.

Harassment may be defined as any conduct which is:

- unwanted by the recipient
- is considered objectionable
- causes humiliation, offence, distress or other detrimental effect.

Harassment may be an isolated incident or repetitive; or occur against one or more individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.

- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation and exclusion or isolation from social activities

Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which includes:

- Conduct which is intimidating, physically abusive or threatening
- Conduct which denigrates, ridicules or humiliates an individual, especially in front of others
- Conduct which is malicious or insulting
- Picking on one person when there is a common problem
- Shouting at an individual to get things done

3. In the event of any concern regarding harassment or bullying being raised, we will take the following action:

Any concerns/ allegations will be dealt with in accordance with our Grievance/Complaints/Whistleblowing Procedures. Please refer to these policies which can be found at the foot of the main page of our website.

If the concern is raised in connection with a volunteer/trainer/charity trustee, this can result in the following steps being taken, depending upon the nature and severity of the breach:

- Asking the person in question to provide a formal apology, which may be given in person, or in writing, or both
- Requiring them to undertake such further training as may be required
- Issuing them with a written warning from Patricia Muirhead. This warning will set out the corrective steps which the Secretary will expect the volunteer/trainer/charity trustee/member of staff to remedy the breach and may also require the volunteer/trainer/charity trustee/member of staff to issue a formal apology or undertake further training as above. The warning will set out a timeline for taking this remedial action.
- The Trustees can remove the person from their role at their discretion should they consider it to be in the best interests of Ashdon Jazz Academy to do so.

