



*Be Horself*  
Horse Assisted Wellbeing

Be Horself Limited  
Established 2019  
Company Number 12358244  
Director Loredana Caminiti

## **Prevention of Bulling & Harassment at Work Policy**

### **Policy Statement**

Be Horself Limited promotes a “bullying free, non-judgemental” environment where all individuals can feel safe to work and engage with others. We value and appreciate all individuals and respect and welcome individuality.

We fully embrace and promote the [Equality Act 2010](#) principles which are set to protect individuals at work against personal harassment, including discriminations, intimidation and victimisation on the basis of race, gender, ethnic or national origin, sexual orientation or identity, marital status or relationship status, religion or belief, age, disability, offending background or any other personal characteristics.

Personal Harassment is defined as any of the following conducts:

- An unwanted conduct by the person receiving it
- A conduct considered arguable by the person receiving it
- A conduct which creates some form of distress, offence or causes humiliation (or any other detrimental effect)

It is crucial to understand that it is not the intent of the person directing the conduct to another to determine the harassment; instead it is the impact of the conduct on the person receiving it.

Harassment may occur against an individual or a group of people and could be a single incident or a repetitive one. Personal Harassment may be inclusive but not limited to the following:



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- Physical contact – including physical assault, gestures, and aggressive behaviour.
- Verbal - unwelcome comments and suggestions, implications, spiteful gossip, offensive language, intimidating or teasing tone of voice.
- Non-verbal – offensive writing or images, isolation and/or exclusion from social activities, malicious use of social platforms, invasion of personal space.
- Bullying – abuse of power or unfair sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable; purposely undermining an employee either by giving unreasonable workloads, removing areas of responsibility without no actual cause, often changing work guidelines or criticise their work with no justifiable reason.

Be Horself Limited will not tolerate any form of personal harassment mentioned above and will take the required steps to prevent and stop any harassment if any is experienced and/or noticed.

This policy is designed to ensure that all complaints of personal harassment are looked at fairly, in a timely manner, with due sensibility and in respect of confidentiality.

The policy will cover all incidents occurring on site as well as incidents taking place at different locations between staff and volunteers; it is the practitioner's responsibility to investigate all complaints raised in regards to inappropriate conduct, whether they have occurred on the premises, outside the premises or in a virtual space.



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No allegations of personal harassment will be ignored; Be Horself Limited will investigate any allegation brought to attention, whether formally or informally. If harassment is established, corrective action will be taken.

No employee will be victimised for making a complaint of harassment and no manager shall make threats either openly or obscurely to use such complaint of harassment in making a decision against the employee. Such conduct will be treated as a serious disciplinary offence.

Each employee, volunteer and member of the Be Horself Limited organisation is responsible for their own conduct. We do acknowledge that even people who are generally sociable and pleasant to others may be affected by external influences and as a result they may demonstrate a sporadic lack of good manners; this policy is not intended to address such occasional conducts, unless a pattern is noticed and perceived as offensive or intimidating.

### **Procedure**

Anyone who wishes to make a complaint about harassment should first discuss it with the Director of Be Horself Limited. If the issue is not resolved at this stage, then the matter will be referred to the Complaints Procedure.

The approached Director will treat the matter with confidentiality however it is required for the Director to make aware the accused person of the allegations received against them; it is also required to disclose the name(s) of those making the allegations, along with any witnesses.



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### **Informal resolution**

Be Horself Limited encourages people to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. It is very much possible that a person is not fully aware of the impact that his/her behaviour may have on others and therefore simple awareness of the perceived harassment may translate into a reached agreement that such conduct will terminate.

This informal resolution may be done verbally or in writing; the complainant should keep a copy of all related documentation and when possible record times and dates of incidents.

However, it is understood that such discussion may be a difficult one to have and could cause further anxiety and distress to some people; when/if the complainant is not able to reach out and discuss issues with the alleged harasser then he/she shall bring the complaint directly to one of the Directors, who could be asked to speak to the alleged harasser on their behalf.

The alleged harasser when told about their inappropriate conduct at work should:

- Listen carefully to what has been communicated to understand the particular concerns raised.
- Accept and respect the other person's point of view.
- Remember that it is the other person's perception to their behaviour to be significant.
- Agree the aspects of the behaviour that will need to be changed.
- Review their general conduct/behaviour at work and with workplace colleagues.



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It is possible for both parties the person complaining and/or the alleged harasser, to have a supportive body of their choice during all meetings, even at informal stage.

### **Formal Resolution**

If the alleged harassment continues, the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent use of the informal procedure, the complaint should then be raised formally with the organisation.

If the complainant is a member of staff, the representative should be a Director, unless the complaint is regarding the Director, in which case it will be referred to the Director nominated clinical supervisor from LEAP.

When dealing with a complaint of harassment under the Formal Resolution Procedure, the Director who will be dealing with the incident should:

- Write a detailed factual report about the incident.
- Speak to any witnesses/other complainants and take their statements regarding the incident.
- Inform the alleged harasser of the complaints received against him/her; also advise the alleged harasser to seek representation and invite him/her to a meeting to further discuss and to give them the opportunity to comment of the alleged accusation.
- Keep all parties informed of the process and expected timeframes.
- Inform all parties in writing of any outcome and any action which may be required.



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If after thorough investigation the complaint is upheld, possible outcomes of the procedure may include:

- Formal Warning (verbal or written).
- Removal from certain duties.
- Dismissal.

However, if through the course of an investigation evidence supports that the allegation has been made frivolously, maliciously or for personal gain, then the individual making the complaint will be dealing with the same possible outcomes as above mentioned for the alleged harasser.

### **Appeals**

Any Appeal against decisions taken as per this policy shall be referred to the Directors nominated clinical supervisor from LEAP.

### **Records**

In case of informal resolutions, or when/if a formal complaint is dismissed, no records will be retained on personal files.

If a complaint is upheld, either fully or partially, then details of the allegation and outcome will be recorded in the incident records and kept confidential.