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|  Bat Conservation Ireland LtdDignity at Work Policy and Procedure |

## Purpose

The purpose of this policy is to demonstrate the organisation's commitment to implementing and promoting measures to protect the dignity of staff and to encourage respect for others at work. This is done by creating a work environment free from discrimination, harassment, sexual harassment or bullying by dealing effectively with any complaints of such conduct, and also by welcoming diversity and by promoting equality in the work and conduct of Bat Conservation Ireland Ltd.. This policy outlines that any discrimination, harassment, sexual harassment or bullying is prohibited by this organisation, and outlines a procedure to address any incidences of such behaviours.

# Scope

This policy applies to members of Bat Conservation Ireland Ltd., all staff (the term ‘staff’ includes contracted workers and nominated volunteers acting on behalf of Bat Conservation Ireland Ltd.), contractors, consultants, clients, suppliers and visitors to the workplace. This policy applies during normal working time in the organisation's premises and also at work related social events, business trips and other work-related activities such as training courses or conferences, whether they take place at the organisation's premises or not, and whether or not they take place during normal working hours.

1. **Policy**

**Equality & Diversity Statement**

The organisation is committed to equal opportunity of employment (the term employment includes all work carried out by contracted workers and nominated volunteers) and all employment policies, procedures and practices at the company will be based on merit, qualifications and abilities. Employment and recruitment practices will not be influenced or affected by an individual's race, colour, religion, gender, marital status, nationality, family status, sexual orientation, disability, adult age or membership of a minority community. However, the organisation does reserve the right to set minimum age requirements restricting the engagement of persons under the age of 18 and to restrict the engagement of those individuals who are judged by Bat Conservation Ireland to be unfit to carry out any or all tasks on behalf of Bat Conservation Ireland. Implied in all Bat Conservation Ireland’s work contracts is a commitment to equal pay for equal work. Similarly, in selecting self-employed service providers, none of the grounds listed above will be used as the basis for any decision affecting their engagement with the organisation.

The organisation promotes the principle that the reality of managing diversity is about being able to work effectively with people who do not share every staff’s background, experience or self-identification. Dignity is about celebrating the individual differences and similarities that each person brings to the workplace. It is about providing a range of perspectives that contribute to solving problems and creativity.

It is not solely about different nationalities or genders working together, but embraces a mixture of people in age, education, geographic origin, and family status, type of work, cultures, religions, personal styles and sexual orientations.

The organisation will not tolerate discrimination, bullying, sexual harassment, or harassment by one employee or group of staff against another or others for any reason. Lack of respect may be shown in words, conduct, acts or demeanour. The organisation promotes a workplace culture of dignity, respect and openness to diversity which should be reflected in the actions and behaviour of all staff.

Discrimination is defined as the treatment of a person in a less favourable way than another person is, has or would have been treated, on any of the nine grounds listed below. Discrimination is also taken to have occurred where one of the nine grounds is imputed to a person, or where a person who is associated with another is treated less favourably by virtue of that association than another person who is not so associated would have been treated.

The organisation values the contribution of all staff and self-employed contractors and requires every staff member or employee to refrain from any type of behaviour which may be interpreted as bullying, discrimination, harassment or sexual harassment. While not restricted to the grounds listed below, the policy prevents any form of harassment or discrimination based on the following:

⦁ Gender

⦁ Marital status

⦁ Family status

⦁ Sexual orientation

⦁ Religious belief or lack of religious belief

⦁ Age (16+)

⦁ Disability or the nature of disability

⦁ Race, colour, nationality or ethnic or national origins

⦁ Membership of the Traveller community

All staff are required to act in a responsible and professional manner to maintain a pleasant working environment free of discrimination, harassment, sexual harassment or bullying. Bullying is a type of harassment which is not associated with these grounds. It is the duty of all staff to immediately report any incident of discrimination, harassment, sexual harassment, or bullying by following the complaints procedures outlined in this policy.

**Harassment**
The Employment Equality Acts 1998 and 2004 prohibit harassment. Harassment is defined as any form of unwanted conduct related to any of the nine discriminatory grounds, being conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment can take many forms and includes the following:

⦁ Verbal harassment - jokes, comments, ridicule or songs

⦁ Written harassment - faxes, text messages, emails, notices or letters

⦁ Physical harassment - jostling, shoving or any form of assault

⦁ Intimidatory harassment - gestures, posturing or threatening poses

⦁ Visual displays such as posters, emblems or badges

⦁ Isolation or exclusion from social activities

**Sexual Harassment**

Sexual harassment is defined as conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. To constitute sexual harassment the conduct does not have to be repeated.

Such conduct may take the form of unwanted verbal, non-verbal or physical conduct of a sexual nature. This may include acts of physical intimacy, any request for sexual favours, or any other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material.

**Bullying**
Bullying is prohibited by this organisation and is defined as repeated, inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the person's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

All forms of bullying are prohibited in this organisation. Note that examples of bullying are similar to those of harassment however bullying is not based on any of the nine grounds which would constitute harassment, as detailed above.

**Intent**
It is the effect of the treatment on the individual, and not the intent of the alleged perpetrator, that will be taken into consideration when determining whether or not the treatment constitutes discrimination, harassment, sexual harassment or bullying.

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|  Bat Conservation Ireland Ltd.Policy on Bullying and Harassment |

Bat Conservation Ireland Ltd’s policies on Bullying and Harassment, as well as Sexual Harassment, are dealt with under separate headings but should be read in conjunction with one another.

## Objectives

a. The objective of this policy is to ensure that staff or those attending Bat Conservation Ireland Ltd events are not subject to bullying in the workplace (The term ‘workplace’ includes any location for an event) whether it is repeated aggression, (verbal, psychological, physical) conducted by an individual or group against others. Bullying at work on any of these grounds is totally unacceptable to Bat Conservation Ireland Ltd., may be unlawful and shall normally be treated as a serious disciplinary matter including dismissal for serious offences.

b. It is the policy of Bat Conservation Ireland Ltd. to make every effort to provide a working environment free from bullying. Bat Conservation Ireland Ltd. will not permit or condone unacceptable treatment of one individual by another and will make every attempt to provide staff with the freedom to conduct their work without having to suffer bullying and intimidation which adversely affects their dignity in the workplace.

c. All staff have a personal responsibility not to behave in a manner that could be offensive to others. Those in charge have a responsibility for treating seriously and ensuring full and confidential investigation of any complaints of bullying against a member of their staff and for ensuring awareness amongst their staff of this Bullying Policy (“the Policy”). Breach of this Policy will render the person responsible liable to disciplinary action, including, in appropriate cases, dismissal. The aim of the policy is to draw attention to, and thereby prevent, all forms of offensive behaviour amounting to bullying.

## Definition

 “Bullying” in the context of this policy, means unacceptable treatment of one or more persons against another or others. It can be defined as repeated aggression; verbal, psychological or physical conducted by an individual or group against others. Isolated incidents of aggressive behaviour, while not to be tolerated, should not be described as bullying. Only inappropriate aggressive behaviour, which is systematic and ongoing, is regarded as bullying.

The following are examples of inappropriate and unacceptable behaviour covered by the Policy. These examples do not form an exhaustive list:

* Manipulation of the victim’s reputation by rumour, gossip and ridicule e.g. jokes, staring, leering, aggressive gestures, offensive language, name calling, insulting someone’s appearance.
* Preventing the victim from speaking by making loud-voiced criticisms or obscenities e.g. shouting or swearing at staff in public / private.
* Social exclusion or isolation e.g. freezing out.
* Manipulating the nature of the work or the ability of the victim to perform the work e.g. by overloading, withholding information or setting meaningless tasks.
* Physical abuse from unwanted touching to serious assault or threats of abuse
* Transmission by any electronic media or physical media to an individual or to any number of individuals of any material which is offensive to the individual, intrudes on an individual’s privacy or those associated with such an individual

Bullying can transcend organisational and reporting structures. It can occur within peer groups (for example within teams), from supervisors to subordinates and subordinates to supervisors.

Bullying and Harassment can take place:

⦁ In the workplace;

⦁ At functions taking place under the aegis of Bat Conservation Ireland Ltd.

⦁ Any other place where staff of Bat Conservation Ireland Ltd. are present on business, such as training courses, meetings away from the workplace, overnights away from base etc.

## Bullying and Harassment by Outsiders

Bullying and Harassment of Bat Conservation Ireland Ltd. personnel by persons not employed by Bat Conservation Ireland Ltd., such as guests, contractors etc., is unacceptable and should be promptly reported to the Supervisor with responsibility for staff. Although Bat Conservation Ireland Ltd. has no power to discipline those responsible in such cases, upon receipt of a complaint and after investigation, it will take action in the effort to prevent the recurrence of such conduct.

## Undertaking by Management

Any complaint involving harassment will be immediately, seriously and sympathetically investigated. It is recognised that harassment is very difficult for all concerned to deal with. Where a complaint has been substantiated, the victim will be protected and will not be required to move unless they wish to do so. Victims shall be protected from intimidation, victimisation, or discrimination for filing a complaint under this policy. Staff assisting in an investigation will also be protected.

## Responsibilities of Staff and Supervisor

* Staff: In addition to ensuring their own behaviour does not cause problems, all staff have an important role in creating an environment where harassment or bullying is unacceptable. They should make clear to others they find such behaviour unacceptable and support colleagues suffering such treatment.
* Supervisor: In addition to ensuring their own behaviour does not cause problems, the Supervisor is responsible for preventing incidents of harassment or bullying and must ensure that all staff members adhere to Policy. Staff who become aware of incidents of harassment are required to immediately advise their Supervisor.
* Management, in addition to ensuring their own behaviour does not cause problems, should:
	+ Know Bat Conservation Ireland Ltd. policy;
	+ Communicate the policy as necessary;
	+ Endeavour to maintain a harassment-free work environment

## Effects of Bullying on the Individual

* The effects of bullying can be traumatic and devastating, resulting in physiological, psychological and behavioural effects on the individual. It is a major cause of stress and can lead to depression, anxiety and poor performance. In a broader context it can foster an environment of fear and resentment, which undermines the fabric of a good healthy working environment.

An employee who believes that they have been the subject of bullying should report the alleged acts to the Supervisor who will investigate the matter accordingly to the same format as that used for investigating complaints on sexual harassment.

## The Procedure

This Policy has been introduced to raise general awareness of this subject amongst all staff and to enable staff who believe they have been the subject of bullying to seek support and / or advice and, if appropriate, to take further action. Staff can always refer issues relating to bullying to the Supervisor.

## Informal Procedure

1. Wherever possible, a staff member or an employee who believes that he or she has been the subject of bullying should tell the person responsible that he or she finds their behaviour offensive and ask them to stop. If the victim does not feel comfortable approaching the bully they may ask a colleague to do so on their behalf.
2. Under normal circumstances, Bat Conservation Ireland Ltd. would expect such a complaint to be made as soon as possible and certainly within three months of the alleged incident (or the last of them) taking place. The individual that the staff member or employee chooses to approach will, in the first instance, provide support and assistance and listen to any complaint, treating it sensitively, seriously and confidentially and, if appropriate, may approach the person responsible on an informal basis.
3. It is recommended that the staff member or employee who is the subject of the bullying may wish to keep personal notes of all events from the first instance. Such notes should be shared with the appropriate supervisor at the appropriate stage if the matter proceeds to the formal stage.

## Formal Procedure

If the bullying continues, or the staff member or employee is unable to confront the person carrying out the bullying then the employee should report the incident(s) either to his or her supervisor. A colleague may accompany the employee all times.

1. Where a complaint has been made, an investigation will take place as soon as practicable to determine whether or not disciplinary action should be taken in accordance with the established rules and procedures. Someone unconnected with the allegations and of appropriate seniority will conduct this investigation confidentially in an independent and objective manner. Where appropriate, the alleged bully may be suspended on full pay during the investigative process.
2. Both or all parties will be interviewed separately and a detailed statement taken. Both parties will be eligible to representation. The alleged bully will be made aware of all allegations and will have the opportunity to respond to these allegations. Bat Conservation Ireland Ltd. will make every effort to ensure that the highest level of confidentiality is maintained; however, other individuals within Bat Conservation Ireland Ltd. may need to be interviewed as part of the formal investigation. Both or all parties will be informed of the outcome of the investigation. If the complaint is upheld appropriate action will be taken under Bat Conservation Ireland Ltd. disciplinary procedure.
3. If it is decided that the complaint is not well-founded and Bat Conservation Ireland Ltd. decides not to proceed with disciplinary action, then the staff member/s or employee who has made the complaint will be advised accordingly. Appeals against any part of this Policy may be made through the established grievance procedure.
4. If a complaint is made and is found to be capricious, malicious or without foundation, the complainant may find himself or herself subject to appropriate action by Bat Conservation Ireland Ltd. that would normally be disciplinary in nature.
5. Bat Conservation Ireland Ltd. will not tolerate intimidation, victimisation or unfair discrimination against any staff member or employee who makes a complaint of bullying or who assists in an investigation of alleged bullying.
6. Retaliation against a staff member or employee who complains of bullying can be expected to lead to disciplinary action including, in appropriate cases, dismissal.
7. All complaints will be treated seriously, promptly and in confidence. All parties involved in a complaint will be guaranteed a fair and impartial hearing.

## Policy Review

Our policy above in relation to complaints will be reviewed from time to time.

Bat Conservation Ireland Ltd. is committed to these policies; therefore, any staff member or employee who acts in breach of them will be liable to face disciplinary action which, if serious, could lead up to dismissal.

## Contact People

The contacts in these situations are the Supervisors.

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|  Bat Conservation Ireland Ltd. Policy on Sexual Harassment |

## Objective

# Bat Conservation Ireland Ltd. is committed to providing a work environment which is free of sexual harassment. This policy applies to all staff at every level in Bat Conservation Ireland Ltd.

## Definition

Sexual harassment is defined as conduct towards another person which is sexual in nature, or which has a sexual dimension that is unwelcome, unsolicited, unwanted or unacceptable. This may include:

*Verbal abuse*: requests or demands for sexual favours, suggestive remarks, degrading abuse or insults, jokes of a sexual nature;

*Physical abuse*: unnecessary touching, indecent exposure, assault; and / or production, display or circulation of written words or pictures which could be regarded as sexually offensive, humiliating or intimidating.

The above is indicative only of the types of harassment and is not an exhaustive list.

## Complaints Procedure

a. It is often preferable that complaints of harassment are dealt with informally wherever possible. An employee who is being harassed should ask the person responsible to stop the harassing behaviour.

b. Where this action does not result in a cessation of the harassing behaviour or where it is not appropriate, a complaint should be made to the Supervisor / .. If, for any reason, this is not appropriate, the complaint may be made to another Supervisor / .. The person that the victim approaches initially will not be involved in the proceeding investigation. It will be carried out in an independent manner.

c. The complainant is advised to record dates, times, nature of incidents and the words and actions used by all parties, which occurred. The complainant must be prepared to put details of the complaint in writing.

d. The alleged harasser will be made aware of the nature of the complaint and will be given every opportunity to respond to the allegations made.

e. The parties involved and any witnesses will be interviewed separately and detailed statements will be taken. Both the complainant and the alleged harasser/’s have the right to be accompanied by a representative at an investigation meeting.

f. Every effort will be made to ensure that the highest level of confidentiality is maintained. However, once an investigation begins it may be necessary to interview witnesses amongst the staff; the importance of confidentiality will be stressed to them.

g. Both parties will be informed of the outcome of the investigation. If a complaint is upheld, appropriate action will be taken under the disciplinary procedure. This may be anything from a verbal warning to dismissal. Appeals against any part of this Policy and / or Bat Conservation Ireland Ltd. disciplinary procedure may be made through the established grievance procedure.

All complaints received will be treated seriously and will be attended to promptly and confidentially. All involved are guaranteed a fair and impartial hearing.

## Intimidation or Victimisation

a. Staff will be protected against intimidation, victimisation or discrimination resulting from their alleging sexual harassment or assisting with the investigation.

b. If any member of staff is found retaliating against an employee making a complaint or assisting in an investigation, then the appropriate disciplinary action up to and including dismissal will be imposed.

## Malicious Complaints

# If a complaint is found to be malicious, the appropriate disciplinary action up to and including dismissal will be imposed on the person making it.