



# Bullying and Harassment policy

**Agreed by the Trustees: -** 02 / 09 / 2024

**Next Review Date:** 09 / 2027

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## Policy overview

Bullying and harassment is not acceptable in the Herefordshire and Gloucestershire Canal Trust and its companies. This policy and procedures noted below will be followed if an accusation of bullying or harassment is reported.

## Informal Procedure

Should someone feel that they are being bullied or harassed ideally the first approach would be to highlight the issue directly with the representative of the Trust concerned.

Should this approach not work to satisfaction, a more formal Procedure is documented below.

## Formal Procedure

This procedure is to be used by members, volunteers and the public where informal communication has not resolved the problem.

## Documentation

The concern of bullying or harassment should be made by letter or email to the Chairman, who will acknowledge, within ten working days, the receipt of any concern raised. If the concern is about the Chairman, the concern should be addressed to the Company Secretary (and marked 'confidential').

## The Response

The Chairman will investigate the circumstances leading to the accusation and will communicate the results of the investigation to the person making the accusation within a reasonable time.

If the accusation is found to be justified, the Chairman will agree any necessary further action with the person highlighting the bullying or harassment.

If after we have responded the complainant is not satisfied, please write to the Chairman who will report the matter to the next meeting of the Trustees, who will decide on any further steps to resolve the situation.

The decision of the Trustees is final. If there is a wish to appeal, then there will be a need to contact the Charity Commission.

## Contact details

The Chairman, [chairman@h-g-canal.org.uk](mailto:chairman@h-g-canal.org.uk), or see inside back cover of the Wharfinger for further details as well as details of the company secretary.