

TALKING NEWS FEDERATION

Complaints and Harassment

TNF is committed to ensuring that all volunteers and employees (staff) are treated with dignity and respect while carrying out TN responsibilities.

Harassment or victimisation of any sort is unacceptable.

Personal harassment may take many forms (bullying, victimisation etc.) but whatever form it will not be permitted or condoned and will be treated as an extremely serious matter. .

POLICY

TNF will not accept any form of harassment and will seek to ensure that the working environment is sympathetic to all.

All staff will be aware that behaviour which one person finds acceptable may cause annoyance or outrage to another.

COMPLAINING ABOUT PERSONAL HARASSMENT

1. Informal approach

If a person feels that they are a victim of harassment they should try to make it clear to the harasser that their behaviour is unwelcome and should ask them to stop. It may be necessary to deliver a written request to the harasser for this purpose.

A record should be kept of all incidents of personal harassment and should include dates, times and details of any witnesses.

2. Formal approach

If the informal approach fails the aggrieved person should bring the matter to the attention of a Trustee of the TNF Committee.

The Trustees will appoint one of their number, or another person, to investigate

The person dealing with the complaint is likely, in the first instance, to discuss the complaint with the alleged offender.

If this does not resolve the matter, then an investigation will normally be undertaken and a report made to the Trustees as soon as possible.

Following such investigation, any necessary action will be considered by the Trustees.

If relocation proves necessary, every effort will be made to relocate the harasser and not the victim, subject to consultation with all parties.

RESPONSE TO COMPLAINT

1. On receipt of an informal or formal complaint TNF will within 5 working days acknowledge the complaint in writing which may be by email.
2. If an investigation is required this will be conclude within 28 days of receipt of the complaint.

GENERAL NOTES

1. If the investigation concludes that an allegation is well founded, volunteers' involvement could be restricted and employees could face disciplinary action.
2. Any volunteer bringing a complaint will not be victimised for doing so.
3. If findings conclude that the complaint is untrue and was brought with malicious intent, disciplinary action might be taken against the person making the malicious complaint.

This policy was agreed by the TNF Committee on 6 February 2016.