

AMF Anti-Bullying Policy

AMF does not tolerate any bullying (including cyber-bullying) or any harassment. This applies to staff, trustees and our partners.

AMF wishes to promote a positive respectful culture.

The definitions of bullying and harassment are shown at the end of this policy.

Staff are encouraged to speak out against any such behaviour – either to their manager, the CEO, to a Trustee or through the AMF Whistleblowing Policy. In either case, AMF will treat concerns with respect, listen carefully and take appropriate action.

If any AMF staff member experiences any bullying or harassment from external parties, please report the incident as soon as possible to your manager, the CEO or to a Trustee, so that corrective action can be taken.

Every person at AMF has a duty to:

- speak out if they witness or are aware of bullying, vindictiveness, verbal or physical aggression – and not assume that it is someone else's responsibility;
- take responsibility for their own behaviour and change it if necessary, as harassment or bullying is not acceptable. This means not ignoring a complaint from anyone who claims they find your behaviour harassing or bullying, even if such behaviour would not have been offensive to you and you did not intend to offend anyone. Failure to take complaints seriously or to change behaviour may lead to disciplinary action;
- question their own fears, prejudices and assumptions;
- the Chief Executive Officer has overall responsibility for overseeing operation of this policy;
- Line Managers should ensure that they and their staff understand the policy and deal swiftly with any instances of perceived or reported harassment or bullying

Bullying is persistently offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power, or unfair treatment that is meant to or does undermine, threaten and/or humiliate the recipient. The effect is usually to undermine the recipient, their self-confidence, reputation and ability to perform. Bullying tends to be an accumulation of many small incidents over a period of time. Each incident of bullying tends to be trivial and, on its own and out of context, may not constitute an offence or grounds for disciplinary or grievance action.

Examples of bullying behaviour:

- belittling the recipient's opinion, humiliating them publicly or privately;
- name calling, insults, unreciprocated or unwanted teasing;
- preventing access to opportunities such as training, withholding information, exclusion from meetings or activities;
- undue pressure to complete a task, impossible deadlines, unnecessary disruptions, or changing goals without reason;
- failure to give credit where it is due, allocating meaningless tasks, removing responsibility or taking work away completely or replacing it with menial tasks
- singling out or treating an individual less favourably without justification;

- gossiping about another individual with intent to damage their reputation;
- frequent fault-finding of a trivial nature;
- persistently refusing to acknowledge an individual's contributions and achievements;
- insulting someone on the ground of a protected characteristic, whether or not they have that characteristic, for example you're so gay/autistic/Jewish;
- humiliating, shouting at or threatening an individual;
- increasing responsibility but removing authority;
- disciplining an individual for trivial or fabricated reasons, without proper investigation.
- Sometimes several individuals may gang up to undermine someone through rumour, innuendo, intimidation, humiliation, discrediting, and isolation. Fear of becoming a target may motivate some to side with the bully, to stay out of anything that occurs in the workplace or service, or copy bullying behaviour because it is seen as a way of surviving or progressing.

Harassment is unwanted conduct that violates an individual's dignity, or that creates an intimidating, hostile, degrading, humiliating or offensive environment for the recipient. It may be related to age, sex, disability, religion, sexual orientation, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key issue is that the actions or comments are viewed as demeaning and unacceptable by the recipient.

Examples of harassment include:

- spreading malicious rumours, or insulting someone by word or behaviour
- copying memos that are critical about someone to others who do not need to know;
- ridiculing or demeaning someone, picking on them or setting them up to fail;
- exclusion or victimisation;
- unfair treatment;
- misuse of power or position;
- unwelcome sexual advances, touching, standing too close, display of offensive materials, asking for sexual favours; making threats or comments about personal circumstances that may cause anxiety without foundation;
- deliberately undermining an individual by overloading and constant criticism;
- intentionally blocking promotion or training opportunities.

As with bullying, harassment is not necessarily face to face, it may occur through written communications, visual images, email, phone and other.