



# Anti-Bullying, Harassment and Victimisation Policy

## National Back Exchange

### Responsible Person

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## 1. Version Control Summary

| Date      | Version no. | Summary of changes                                                                                                                                                                                                              | Consulting group / person                                                |
|-----------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 12-9-2017 | 1.0         | New policy                                                                                                                                                                                                                      | NBE Executive<br>Steve Wanless                                           |
| July 2018 | 1.1         | Reviewed – minor format changes                                                                                                                                                                                                 | S Thornton, Vice Chair<br>NBE Executive                                  |
| May 2020  | 1.2         | Reviewed no changes                                                                                                                                                                                                             | S Thornton, Vice Chair<br>NBE Executive                                  |
| Oct 2020  | 1.3         | Removal of Towcester address                                                                                                                                                                                                    | S Thornton, Vice Chair<br>NBE Executive                                  |
| Nov 2021  | 1.4         | All reference to Executive Committee changed to Board of Directors.<br>Legislation updated.                                                                                                                                     | S Thornton, Vice Chair<br>NBE Board of Directors                         |
| May 2025  | 2.0         | Reviewed and updated previous Bullying and Harassment Policy as National Back Exchange is a Charitable Incorporated Organisation as of 29th March 2023.<br>Policy renamed to Anti-Bullying, Harassment and Victimisation Policy | S Thornton, Chair<br>K Kemp, Vice Chair<br>M Muir, Publications Director |

## 2. Introduction

National Back Exchange (NBE) is dedicated to fostering an environment free of bullying, harassment, and victimisation. NBE is committed to ensuring that everyone is treated with dignity, respect, and professional courtesy. This commitment is supported by NBE's culture, which promotes:

- Respecting and valuing difference
- Utilising skills and abilities to their fullest
- Encouraging open and constructive communications
- Effectively resolving conflicts
- Applying procedures fairly and justly

Bullying, harassment, and victimisation can have serious consequences for individual members and NBE, including negative impacts on mental health, relationships, morale, performance, and the organisation's reputation. NBE is committed to identifying and eliminating such behaviour wherever possible.

## 3. Purpose and Scope

This policy addresses bullying, harassment, and victimisation of NBE members and other parties engaged in NBE work. It applies to all settings related to NBE business but does not cover bullying, harassment, or victimisation by third parties such as customers, suppliers, or visitors. In such cases, individuals should report the behaviour to the chair of the Board of Trustees or designated person, who will take appropriate action after discussion with relevant parties.

Under the Equality Act 2010, individuals may be liable for harassment by third parties not linked to NBE. NBE could also be liable if aware of the harassment and no reasonable steps are taken to prevent recurrence.

## 4. Definitions

- **Bullying:** Offensive, intimidating, malicious, or insulting behaviour, or misuse of power intended to undermine, degrade, offend, humiliate, or injure the recipient.
- **Harassment:** Unwanted conduct related to personal characteristics (e.g., sex, race, disability) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This can occur even if the behaviour was not intended to offend.
  - The Protection from Harassment Act 1997 identifies a type of harassment distinct from the three types under the Equality Act 2010. This involves behaviour causing alarm or distress, not necessarily linked to a protected characteristic. It includes actions like stalking and can be a criminal offence.
- **Victimisation:** Unfavourable treatment of someone because they have, in good faith, made a complaint about bullying or harassment, supported someone else's complaint, or given evidence related to a complaint. This includes isolating the person or assigning them inappropriate work.

NBE will take appropriate action in response to reported incidents of bullying, harassment, or victimisation, as detailed in the NBE complaints, grievance, or whistleblowing policies.

Recommendations following an investigation may include disciplinary measures, which could result in the removal of an individual from the NBE membership. This also applies to anyone who files a false complaint or presents false evidence.

## 5. Reporting Procedure

All members and the Association's administration team have a duty to:

- Report any suspicion of bullying, harassment, or victimisation immediately to Chair of the Board of Trustees.
- Adhere to all relevant NBE policies, procedures, and guidance.
- Cooperate with any investigation and provide a statement if required

## 6. Responsibilities and Procedures

The National Back Exchange Board of Trustees will be responsible for implementation of this policy.

## 7. Policy Review

This policy will be reviewed by the Chair, Vice Chair or designates of the National Back Exchange Board of Trustees every 2 years from the date of publication or earlier depending on legal requirements, best practices, national guidelines, or organisational changes.

## 8. Audit – Monitoring Process

| Monitoring process               | Requirements                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Who                              | <ul style="list-style-type: none"><li>• National Back Exchange Board of Trustees</li><li>• Association's Administration Team</li></ul>                                                                                                                                                                                               |
| How                              | <ul style="list-style-type: none"><li>• As a result of regulatory / statutory changes or developments</li><li>• As a result of NBE policy changes or developments</li><li>• Please read in conjunction with relevant procedural documents</li></ul>                                                                                  |
| Presented to                     | <ul style="list-style-type: none"><li>• Board of Trustees</li></ul>                                                                                                                                                                                                                                                                  |
| Monitored by                     | <ul style="list-style-type: none"><li>• Procedural document review group<ul style="list-style-type: none"><li>- Sarah Thornton, Chair</li><li>- Kerry Kemp, Vice Chair</li><li>- Mary Muir, Publications Director</li></ul></li><li>• National Back Exchange Board of Trustees</li><li>• Association's Administration Team</li></ul> |
| Completion / Exception report to | <ul style="list-style-type: none"><li>• Extraordinary circumstances beyond the control of National Back Exchange and / or Association's Administration Team</li></ul>                                                                                                                                                                |