



WELSH CLAY TARGET SHOOTING ASSOCIATION LTD
CYMDEITHAS SAETHU TARGEDAU CLAI CYMRU CYF

Welsh Clay Target Shooting Association Ltd Bullying and Harassment Policy

Welsh Clay Target Shooting Association Ltd (WCTSA) is committed to providing an environment free from bullying and harassment.

Harassment means unwanted conduct of a personal nature or affecting the dignity of men and women at work. WCTSA will not permit or condone any form of harassment based on colour, race, nationality, ethnic or national origin, age, sex, sexual orientation, marital status and civil partnership, gender reassignment, religion or belief, and disability.

Harassment is conduct which is based on the colour, race, nationality, ethnic or national origin, sex, sexual orientation, marital status and civil partnership, gender reassignment, religion or belief, or disability of the person harassed, which may be physical, verbal or non-verbal and which is unwanted and personally offensive to the recipient. A single incident of such conduct can constitute harassment. The harassment can be persistent i.e. continuing over a period of time after the recipient has made it clear that they want it to stop.

Bullying means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure another individual. Bullying does not include legitimate and constructive criticism of an employee's performance or behaviour, an occasionally raised voice, or an argument. Examples of bullying include ridiculing or demeaning others, verbal or physical threats, making false allegations, overbearing supervision and unjustifiably excluding colleagues from meetings/communications.

The test of whether offence has been caused to another individual, or whether a discriminatory act has occurred, is viewed subjectively by the individual to whom the offence has been caused (provided that this view is reasonably held). Therefore, it is no defence to say, "I didn't mean it," if real offence has been caused, intention is irrelevant.

All individuals have a personal responsibility to behave in a manner which is not offensive to others. Breach of this policy should be reported to the WCTSA Safeguarding Officer (SO), or if the SO is involved, then to the CEO.

If the complaint is against a member of the WCTSA Ltd personnel or an athlete it will render the individual responsible liable to disciplinary action under the Disciplinary Procedure, including the possibility of summary dismissal. It is the responsibility of managers to investigate any complaints of harassment and/ or bullying against any members of their team and for communicating this policy to employees generally. Managers also have a responsibility to be aware of potential harassment and bullying and to take the necessary action to stop it.

This policy covers harassment or bullying which occurs both in the workplace itself and in settings outside the workplace, such as business trips, sporting events or social functions organised for or on behalf of WCTSA and on or off its premises.

If an individual believes that they have been the subject of harassment or bullying, they should, in the first instance, ask the person responsible to stop the behaviour, as it is unacceptable to them. Person to person reproof at an early stage will often be sufficient to stop the behaviour, which is causing the offence without involving third parties.

Whilst this procedure is designed to assist genuine victims of harassment or bullying, individuals should be aware that if they raise complaints, which are proven to be deliberately vexatious, they will become subject to proceedings under the Disciplinary Procedure.

WCTSA Ltd reserves the absolute right to decide whether in fact, an individual has made an offensive, discriminatory or derogatory remark or action towards another employee.

Review date

This policy will be reviewed no later than August 2017 or sooner in the event of legislative changes or revised policies and best practice.