



ANTI-BULLYING & HARASSMENT POLICY

CLIMATE EXPLORERS

Anti-Bullying and Harassment Policy

Purpose

Climate Explorers ("CE") seeks to provide a work environment that is safe and enjoyable for all. Workplace bullying and harassment has a detrimental effect on our people, our brand, and our reputation. For these reasons and many others, direct or indirect bullying will not be tolerated.

Climate Explorers recognise that workplace bullying may involve comments and behaviours that offend some people more or less than others. CE acknowledges that individuals may react differently to certain comments and behaviour. That is why a minimum standard of behaviour is required of our employees and volunteers.

The CE standard is civility, respect, and dignity for our employees, volunteers, and everyone we interact with along the journey towards our mission.

Scope

This policy applies to all volunteer, employees, workers, and contractors who represent Climate Explorers in any capacity, regardless of the duration of service. This policy applies to behaviours that occur in connection with work for CE, even if it occurs outside normal working hours:

- During work activities, for example, when dealing with clients.
- At work related events and functions, for example, at Christmas parties.
- On social media platforms where interaction with CE is liable to occur.

CE recognises that workplace bullying can take place through different methods of communication including face to face, email, text messaging and on social media platforms. Therefore, this policy applies to all methods of communication through which workplace bullying and harassment may take place.

- In so far as this policy imposes any obligations on Climate Explorers (i.e., in addition to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights.
- To the extent that this policy describes benefits and entitlements for our people (i.e., in addition to those set out under relevant legislation), they are discretionary in nature and are also not intended to be contractual.
- The terms and conditions of employment that are intended to be contractual are set out in the written employment contract (if applicable).

Definition

Bullying and harassment can be described as unwanted conduct or behaviour designed to cause harm or distress to another person. It can be characterized as offensive, intimidating,

malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. Bullying and harassment can be related to characteristics protected by law such as age, sex, race, disability, religion, sexual orientation, nationality, and may be persistent or an isolated incident.

The most noteworthy criteria are any actions or comments that are viewed as demeaning and unacceptable to the recipient.

Bullying behaviours can include both physical and psychological abuse and take many different forms, from the obvious (direct) to the more subtle (indirect).

The following are some examples of direct bullying:

- Abusive, insulting or offensive language or comments
- Violent, aggressive, or intimidating conduct
- Belittling or humiliating comments, victimisation, and
- Practical jokes or initiation of same

The following are some examples of indirect bullying:

- Unjustified criticism or complaints.
- Deliberately excluding someone from work-related activities.
- Withholding information or training that is vital for effective work performance.
- Setting unreasonable timelines or constantly changing deadlines.
- Setting tasks that are unreasonably below or beyond a person's skill level.
- Denying access to information, supervision, consultation, or resources to the detriment of a colleague.
- Spreading misinformation or malicious rumours.
- Changing work arrangements such as rosters and leave to deliberately inconvenience a colleague.

The above examples are inexhaustive and indicative of the type of behaviours that may constitute bullying and harassment and are therefore unacceptable at Climate Explorers. If you are unsure whether a behaviour constitutes bullying and or harassment, you should contact your direct supervisor in the first instance. You may contact a HR representative if your supervisor is involved.

Harassment is any form of behaviour that is unwanted, offends, humiliates or creates a hostile environment. This may be unlawful under discrimination and equal opportunity law, even if it is limited to a single incident. The most reported form of workplace harassment is sexual. This is unacceptable and unlawful whether it is an isolated incident or repeated. Harassment may include:

- Unwanted touch
- Lewd or racy comments or music
- Giving and/or seeking overwhelming attention
- Non-consensual social media posting, tagging and/or grouping
- Circulation or exposure to pornographic content
- Circulation or exposure to nude photos or self and others

- Suggestive staring, facial expressions, and hand gestures

Other Unacceptable Conduct

Single incidents of unreasonable, violent, or threatening behaviour can also present a health and safety risk and will not be tolerated. It includes, but is not limited to:

- Any type of direct physical contact such as punching, pushing, tripping, spitting, or blocking of someone's way.
- Any form of unwanted physical contact.

Workplace violence is any incident where a person is physically attacked or threatened in the workplace. Violence directed at a colleague, subcontractor, client, customer, or visitor.

Climate Explorers will not tolerate any form of workplace bullying, harassment, and violence. All reports will be investigated in accordance with the Disciplinary Policy. Perpetrators will be disciplined and handed over to law enforcement if the need arises.

Exemptions

Reasonable management action taken by managers or supervisors to direct and control the way work is carried out is not considered to be workplace bullying if the action is taken in a civil, reasonable, and lawful manner. The following are some examples of reasonable management action:

- Realistic and achievable performance goals, standards, and deadlines.
- Fair and appropriate rostering and allocation of working hours.
- Transfer to another area or role for operational reasons.
- Deciding against selection for a promotion guided by a fair and transparent process.
- Notification of unsatisfactory performance in an honest, fair, and constructive way.
- Notification of unreasonable behaviour in an objective and confidential way.
- Implementing organisational changes or restructuring.
- Taking disciplinary action, including suspension, or terminating employment when appropriate or justified given the circumstances.

Employee and Volunteer responsibilities:

- Treat people with courtesy and respect.
- Report harassment, bullying or workplace violence.
- Behave in a civil, responsible, and professional manner.
- Never engage in harassment, bullying or workplace violence.
- Listen and respond appropriately to the views and concerns of others.
- Never aid or encourage others to engage in harassment, bullying or violence.

Manager and Supervisor responsibilities:

- Prevent misconduct.
- Unquestionable character and conduct.
- Refuse to engage in favouritism and victimisation.
- Observe and act against harassment, bullying or violence.
- Ensure employees understand this policy and consequences of non-compliance.
- Warn the person or group involved of the consequences if the behaviour continues. (Including disciplinary measures up to and including termination of employment).
- Embedding value and fostering a culture that does not tolerate or encourage harassment, bullying or workplace violence.

HR responsibilities:

- Listen, advise, and guide.
- Timely grievance processing.
- Maintain accurate grievance records.
- Objective policy interpretation and implementation.
- Confidential, fairness and honest in all dealings with colleagues.
- Document and manage all grievance in accordance with the Grievance Policy.

Managing Bullying, Harassment and Violence

Complaints of bullying, harassment and workplace violence will be taken seriously and will be handled in accordance with the Grievance Policy and Procedure. If you make a complaint:

- It will be dealt with sympathetically and confidentially
- Where disclosure is necessary your consent will be obtained.
- You will not be victimised or treated unfairly for making a complaint.
- If your claim is substantiated, CE will act in accordance with its Disciplinary Policy.
- Fabricated complaints are subject to disciplinary action under the Disciplinary Policy.

Other Measures

Climate Explorers recognise the relevance of open communication in the workplace and will provide training to support behavioural standards. Regular meetings will be held to embed standards and expectations, or to address any issues. The frequency, dates and form of training and meetings will be determined by Management.

Support

If you need additional guidance about workplace bullying, harassment, or violence speak to a HR representative.

External support: National bullying helpline <https://www.nationalbullyinghelpline.co.uk/>

Related Policies

Employees and volunteers are encouraged to make appropriate reference to related policies:

- Code of Conduct
- Equality, Diversity, and Inclusion
- Equal Opportunity, Ethics & Whistleblowing

Climate Explorers may unilaterally introduce, vary, remove, or replace this policy at any time.