SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

BULLYING POLICY

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Policy Lead	Michael Sherrington
Available (upon approval) to	Members and Volunteers
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POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring that procedures are in place to prevent and address bullying, creating a safe environment for all

Version Control				
Version	Author	Status	Date	Change Detail
1.0	Andrew Lockett	Implemented	25/06/2024	N/A
1.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **Explanation**
   1.1 Although there is no legal definition of bullying, it can be described as unwanted behaviour from a person or group that is either:
      1.1.1 offensive, intimidating, malicious or insulting
      1.1.2 an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone.
2. **Bullying might:**
   2.1 be a regular pattern of behaviour or a one-off incident,
   2.2 happen face-to-face, on social media, in emails or calls,
   2.3 happen within tasks or in other task-related situations,
   2.4 not always be obvious or noticed by others.
3. **Unconscious bullying**
   3.1 It's possible someone might not know their behaviour is bullying. It can still be bullying even if they do not realise it or do not intend to bully someone.
4. **Examples of bullying within the association could include:**
   4.1 constantly criticising someone's efforts,
   4.2 spreading malicious rumours about someone,
   4.3 constantly putting someone down in meetings,
   4.4 deliberately giving someone a heavier workload than everyone else,
   4.5 excluding someone from team social events,
   4.6 putting humiliating, offensive or threatening comments or photos on social media.
5. **Bullying can also happen from staff towards someone more senior, for example a manager.**
   5.1 This is sometimes called 'upward bullying' or 'subordinate bullying'.
   5.2 It can be from one member or a group of members.
   5.3 Examples of upward bullying can include:
      5.3.1 showing continued disrespect
      5.3.2 refusing to complete tasks
      5.3.3 spreading rumours
      5.3.4 constantly undermining someone's authority
      5.3.5 doing things to make someone seem unskilled or unable to do their tasks properly
   5.4 It can be difficult for someone in a senior role to realise they're experiencing bullying behaviour from their staff.
   5.5 It's important to consider the real reasons for the behaviour. For example, there might be a wider issue with the culture of the organisation that can be identified and addressed.
6. **Bullying and harassment are often confused. By law (Equality Act 2010), bullying behaviour can be harassment if it relates to any of the following 'protected characteristics':**
   6.1 age,
   6.2 disability,
   6.3 gender reassignment,
   6.4 race,
   6.5 religion or belief,
   6.6 sex,
   6.7 sexual orientation,
   6.8 bullying that is not classed as harassment could still lead to other legal issues. For example, severe bullying might contribute towards constructive dismissal.
7. **Dealing with the issue**
   7.1 Trustees, members and employees have responsibility for preventing bullying and for dealing with the issues when they become evident.

7.2 Trustees, employees and members have a mutual duty to treat each other honestly and with respect.

7.3 Where bullying is suspected, trustees, members and employees have the duty to report their observations to a trustee, who is duty bound to share this with other trustees.

7.4 Where trustees find that a case of bullying can be identified, remedial action is to be taken to bring the behaviour to a close.