



MARTOOCK PARISH COUNCIL HARASSMENT POLICY

This Harassment Policy was approved by the Council at its meeting on 3^d March 2011

1. Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on others not themselves the object of unwanted behaviour who are witness to it or who have knowledge of such behaviour. All Parish Council members, employees and volunteers are entitled to a working environment which respects their personal dignity and which is free from objectionable conduct.
2. Harassment is defined as either:
 - a. unwanted or unfavourable conduct (whether verbal or not) which is of a sexual or racial nature, or other conduct based on someone's age, race, gender, marital status, disability, sexual orientation or religious or other philosophical belief or which affects the dignity of men or women at work;
 - b. bullying of colleagues through physical or intimidatory behaviour.
3. A single incident can amount to harassment if sufficiently grave.
4. Examples of harassment include:
 - a. insensitive jokes and pranks;
 - b. jokes about a person being either too old or too young to do the job properly;
 - c. age related jokes;
 - d. lewd comments about appearance;
 - e. unnecessary bodily contact;
 - f. displays of sexually offensive material;
 - g. repeated instances of minor harassment acts;
 - h. requests for sexual favours;
 - i. threatened or actual violence;
 - j. threats of dismissal, loss of promotion, etc. for refusal of sexual or other unwarranted favours.
5. Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position in order to attack or undermine the confidence or ability of another, or to place another under unreasonable pressure, or to subject another to detrimental treatment, by either act or omission.
6. Anyone who believes that he or she may have been the victim of harassment should report the matter in the first instance to the Chairman of the Council or to the Parish Clerk.
7. This Harassment Policy will be reviewed and renewed on a biennial basis.