

## **Harassment Policy**

March 2022  
Revision Date Mach 2025

### **Policy Statement**

The Bradford Police Museum takes all reasonably practicable steps to safeguard the welfare of the volunteers, employees, contractors, visitors and users of the museum to try to ensure a working environment free from any harassment. The Bradford Police Museum is committed to its Equal Opportunities Policy. It is therefore particularly important to recognise and take steps to deal with any racist, sexist, homophobic, transphobic, and disability, religious or other harassment towards volunteers, employees, visitors and service users.

Incidents of this nature completely undermine the objectives of equality in the workplace. It is equally important that everyone is able to work or visit the museum in an atmosphere free from the threat of harassment, either from staff or from other users of the service.

Any harassment, which cannot be labelled as sexist, homophobic, transphobic, religious or racist but is, nonetheless, offensive is not appropriate professional behaviour.

### **Legislation**

The policy reflects the museum's legal requirements to comply with the Equality Act 2010 and any subsequent amendments either since the enactment or in the future.

### **Who does this policy apply to?**

This Policy applies to all volunteers, employees and contractors and any one representing The Bradford Police Museum. It also applies to visitors who are also required to behave in a manner which does not cause offence to anyone else in the museum.

### **Definitions**

#### Personal Harassment

Conduct, which creates an intimidating, hostile, degrading, humiliating or offensive environment. Any act which has the effect, whether directly or indirectly, of offending a person, on the grounds of race, creed, gender, sexual orientation, marital status, disability, political belief, religion or age. This may take the form of any unsolicited or unwelcome hostile or offensive act; expression or derogatory statement, personal advances of an unwelcome nature or incitement to commit such behaviour.

It also includes comments etc. regarding a person or those with whom they associate.

## Religion

This includes all personal belief systems, including the belief that there is no God.

## An Act

An act includes one, which is intentional or unintentional. The perception of the victim is important and the act can be real or perceived.

## Examples

- Any words or actions, which create an unpleasant or intimidating environment.
- Any unwanted sexual comments, looks, actions, suggestions or physical contact
- Presentation of material of an indecent or offensive nature
- Any unwelcome terms, comments, actions or behaviour, which members of a racial, cultural or religious group find abusive, offensive or insulting.
- Threatening or abusive racist behaviour, emails, letters or telephone calls
- Offensive literature and graffiti

## **Museum Director Responsibility**

- It is the responsibility of the Director, and the Museum Board appointees to, as far as is practicable, ensure the museum is free from harassment or intimidation.
- To take prompt action when becoming aware that any incidents involving such harassment have taken place.
- To ensure that all volunteers, employees are made aware of this policy as part of their volunteer induction.
- To report any incidents of harassment to the Management Board and to monitor the policy.
- To ensure that no-one is victimised because they have brought proceedings against an individual or the organisation on the grounds of discrimination; or given evidence in proceedings.

## **Responsibility of museum staff and volunteers**

All museum volunteers, employees have a responsibility to ensure that they do not harass any other staff, client or users of the museum services, or their associates. They also have to duty to ensure that clients, visitors, partner agencies and other users of our services do not engage in harassment.

All staff have responsibility to respond appropriately to incidents of harassment and to give colleagues and museum visitors the necessary support at the time of the offending behaviour, and in making a complaint.

Volunteers, employees, and users of the museum must have regard to the safety of other volunteers, visitors, and other users of the museum when dealing with incidents of harassment.

Not to victimise anyone because they have brought proceedings against an individual or the organisation on the grounds of discrimination; or given evidence in proceedings.

## **Complaints Procedure**

Volunteers, employees and users of the museum who feel that an informal complaint of harassment has not been adequately dealt with should use the Grievance or Complaints procedure.

The most appropriate person to deal with complaints will be the Team Leader. If this person is the alleged harasser, then the Museum Director should investigate. If the alleged harasser is the Director then the Chair of the Management Board or their appointee, should investigate.

## **Resolution**

Any incidents of harassment, or victimisation will be taken seriously and can be grounds for disciplinary action, which may include dismissal. For service users or visitors this may include exclusion from the museum. Any resolution will seek to be proportionate and reasonable.

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