

Bullying and Harassment Policy

Date: March 2023

Review Date: Initially March 2024
(Thereafter every 3 years)

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Policy Information	
Policy Title	Harassment Policy
Policy Number:	POL_080
Version	2.0
Policy Sponsor	<i>Director of Business Support</i>
Policy Owner	<i>Head of Human Resources</i>
Committee and date recommended for approval	<i>Business Support Committee.</i> <i>30 March 2023</i>
Date approved by the Board	27 April 2023
Equality Screening Status	1. Screened: 13 March 2023 2. Screening Reviewed:
Rural Needs Impact Assessment Status	1. Rural needs impact assessed 13 March 2023 2. RNIA Reviewed:
Date Set For Review	<i>Initially one year following implementation thereafter every 3 years</i>
Related Policies	<i>Capability Policy</i> <i>Code of Conduct for Staff</i> <i>Grievance Policy</i> <i>Discipline Policy</i> <i>Equal Opportunities Policy</i> <i>Health and Safety Policy</i> <i>Managing Attendance at Work Policy</i> <i>Menopause Policy</i> <i>Probation Policy</i>

BULLYING AND HARASSMENT POLICY

1. INTRODUCTION

- 1.1 Libraries NI is an equal opportunities employer and is committed to nurturing a diverse and inclusive environment. All members of Libraries NI community and visitors to all library locations are to be treated with dignity and respect.
- 1.2 Libraries NI is committed to promoting a good, respectful and harmonious working environment in which no employee feels bullied, threatened or intimidated. Libraries NI recognises that bullying and harassment can adversely affect an employees work, morale and/or health.
- 1.3 Libraries NI believe that bullying and harassment are unacceptable and will, through its policies, strive to prevent bullying and harassment occurring, and undertakes to investigate complaints of bullying and harassment promptly, effectively, sensitively and in the strictest confidence. Libraries NI expects any witnesses to cooperate with the investigation. It is the duty of all employees to give evidence if called upon.
- 1.4 The Policy applies to staff employed by Libraries NI, including those working full-time and part-time on a permanent, temporary, fixed term or inward secondment basis.

2. PURPOSE

- 2.1 The purpose of this policy is to provide the framework within which Libraries NI will:
 - 2.1.1 Raise awareness amongst employees of what constitutes harassment in the workplace
 - 2.1.2 Define the duties and responsibilities of Libraries NI staff in addressing issues of bullying and harassment
 - 2.1.3 Establish procedures to be followed in relation to complaints of bullying and harassment
 - 2.1.4 Apply Libraries NI Disciplinary Policy when an employee's conduct is considered to be potentially inappropriate.

3 Policy

3.1 Libraries NI will:

- 3.1.1 Provide all employees with access to a copy of this policy.
- 3.1.2 Provide appropriate training to line managers and employees.
- 3.1.3 Promote and encourage a diverse and inclusive environment.
- 3.1.4 Ensure that all complaints of harassment and bullying are dealt with promptly, seriously and confidentially.
- 3.1.5 Set a good example by treating all employees with fairness, dignity and respect.

4. Authority

Policy Sponsor: The Director of Business Support is the person with responsibility for setting strategic direction of the policy and determining the overall context in which the policy will be developed / reviewed

Policy Owner: The Head of HR is the person with management responsibility for the policy area and for implementation and review of the policy to ensure it is accurate and reflects current needs and practice

Policy Contact: HR Department