



Coodal Charity - Bullying Policy

1. Introduction

Coodal Charity is committed to providing a safe, supportive, and inclusive environment for all employees, volunteers, service users, and stakeholders. Bullying in any form is not tolerated and will not be accepted within the charity. This policy outlines our approach to preventing, addressing, and managing bullying to ensure that everyone is treated with dignity and respect.

2. Purpose of the Policy

The purpose of this policy is to:

- Promote a culture of respect, inclusivity, and kindness.
- Define what constitutes bullying.
- Ensure that all individuals feel safe and supported.
- Provide clear procedures for reporting and addressing bullying.
- Foster a zero-tolerance approach towards bullying.

3. Definition of Bullying

Bullying is defined as unwanted, aggressive behaviour that involves a real or perceived power imbalance. It can occur between employees, volunteers, service users, or any other individuals within or related to the charity. Bullying can be:

- **Verbal:** Insults, name-calling, or derogatory comments.
- **Physical:** Hitting, pushing, or other forms of physical aggression.

- **Psychological/Emotional:** Intimidation, spreading rumours, excluding others, or other actions designed to harm an individual's mental well-being.
- **Cyberbullying:** Harassment or bullying via electronic means, such as emails, social media, or other digital communication platforms.
- **Discriminatory Bullying:** Bullying based on age, disability, gender, gender identity, race, religion, sexual orientation, or any other protected characteristic under the Equality Act 2010.

4. Commitment to Prevention

Coodal Charity takes proactive steps to prevent bullying, including:

- Promoting a culture of respect and inclusivity across all aspects of the charity's operations.
- Providing training and education on bullying awareness to all employees and volunteers.
- Ensuring clear communication about acceptable behaviour and the importance of respectful interactions.
- Encouraging open communication channels so that concerns about bullying can be raised easily.

5. Responsibilities

- **Employees and Volunteers:** All employees and volunteers are responsible for ensuring that their behaviour aligns with the charity's values and does not contribute to bullying. They are encouraged to speak out if they witness or experience bullying.
- **Managers and Supervisors:** Managers and supervisors are responsible for leading by example, creating a supportive work environment, and addressing any bullying complaints promptly and effectively.
- **Service Users and Stakeholders:** Service users and stakeholders should be made aware of this policy and are encouraged to report any instances of bullying they experience or witness.

6. Reporting Bullying

Any individual who believes they have experienced or witnessed bullying is encouraged to report it as soon as possible. Reports can be made to:

- **Direct Supervisor or Manager**
- **Designated Safeguarding Officer**
- **HR Department**

Reports can be made verbally, in writing, or through any other accessible communication method. The charity will provide support to anyone who reports bullying, ensuring that their concerns are addressed fairly and confidentially.

7. Investigating and Addressing Bullying

Upon receiving a report of bullying, Coodal Charity will:

- Treat all reports seriously and confidentially.
- Ensure that the individual who reported the bullying is protected from retaliation or victimisation.
- Investigate the incident promptly and thoroughly, ensuring fairness to all parties involved.
- Take appropriate action if bullying is confirmed, which may include disciplinary action, training, or mediation, depending on the severity of the incident.
- Support the victim of bullying to ensure their well-being, which may include counselling or adjustments to their environment if necessary.

8. Disciplinary Action

Where bullying is substantiated, disciplinary action will be taken by Coodal Charity's internal procedures. This could range from informal actions, such as a warning, to more formal actions, including suspension or termination, depending on the severity of the behaviour.

9. Support for Affected Individuals

Coodal Charity is committed to providing support to individuals affected by bullying. This may include:

- Counselling services or access to employee assistance programs.
- Adjustments to work duties or responsibilities to reduce exposure to bullying.
- Ongoing monitoring and support to ensure the well-being of the affected individual.

10. Review of Policy

This Bullying Policy will be reviewed regularly to ensure its effectiveness and to remain compliant with UK legislation. Any changes to the policy will be communicated to all employees, volunteers, and stakeholders.

11. Conclusion

Coodal Charity is dedicated to creating a safe and respectful environment for all. Bullying will not be tolerated, and we are committed to taking all necessary steps to ensure that everyone is treated with dignity and respect. This policy helps us maintain a healthy and positive atmosphere where all individuals can thrive.

This policy is effective from 15/3/2025 and will be reviewed regularly to ensure it remains relevant and comprehensive.

Signed:

S.Shanmugadasan.

Chair Coodal Charity

Date: 15/3/2025