



Balogun Bassey  
Community Interest Company

## **Balogun Bassey CIC - Anti-Bullying and Harassment Policy**

### **1. Introduction**

Balogun Bassey Community Interest Company (Balogun Bassey CIC) is committed to providing a safe, respectful, and supportive environment for all individuals involved with the organisation, including children, families, vulnerable adults, staff, contractors, and agency workers. We will not tolerate any form of bullying or harassment, and we will take all necessary steps to prevent and address such behaviour.

This policy outlines our commitment to ensuring that all individuals are treated with dignity and respect. It sets out the process for reporting and addressing incidents of bullying and harassment and highlights our collective responsibility to promote a culture of inclusion and respect.

### **2. Purpose**

The purpose of this Anti-Bullying and Harassment Policy is to:

- Prevent bullying and harassment in any form.
- Promote an environment of mutual respect and understanding.
- Provide clear procedures for reporting, investigating, and dealing with complaints of bullying and harassment.
- Ensure that all individuals understand the consequences of such behaviour and the steps they can take if they experience or witness bullying or harassment.

### 3. Scope

This policy applies to all individuals associated with Balogun Bassey CIC, including:

- Employees, including permanent, temporary, and agency staff.
- Volunteers.
- Contractors.
- Children, families, and vulnerable adults.

### 4. Definitions

- **Bullying** is defined as persistent, offensive, intimidating, or insulting behaviour that undermines an individual's dignity or creates a hostile or humiliating environment. It can include verbal, physical, or psychological abuse.
- **Harassment** is defined as unwanted conduct related to an individual's race, gender, disability, sexual orientation, religion, age, or any other characteristic protected by law. This behaviour may create a hostile, intimidating, or degrading environment and may include verbal abuse, unwelcome physical contact, or any other form of behaviour that causes distress.

### 5. Examples of Bullying and Harassment

The following are examples of bullying and harassment, although this list is not exhaustive:

- Verbal abuse, insults, or offensive jokes.
- Unwelcome physical contact or gestures.
- Exclusion from group activities or social events.
- Spreading false or malicious rumours.
- Offensive emails, texts, or social media posts.
- Intimidation, threats, or violence.
- Discriminatory behaviour based on age, gender, disability, race, or other protected characteristics.

## 6. Responsibilities

- **Management:** Management is responsible for fostering a culture of respect and inclusion, taking immediate action when bullying or harassment is reported, and ensuring that all complaints are investigated thoroughly and fairly.
- **Staff and Volunteers:** Every individual, including staff, volunteers, and contractors, is responsible for treating others with respect and for reporting any incidents of bullying or harassment that they witness or experience.
- **Children and Vulnerable Adults:** Children and vulnerable adults should feel safe and supported, and they should be encouraged to speak up if they feel bullied or harassed. They will be provided with appropriate avenues for reporting incidents in a child-friendly and confidential manner.

## 7. Reporting and Procedures

Balogun Bassey CIC has a clear procedure for reporting and addressing bullying and harassment. All incidents should be reported promptly to the designated safeguarding lead or a member of management. The reporting procedure includes:

- **Step 1:** Inform the individual responsible for bullying or harassment that their behaviour is unacceptable (if it is safe to do so).
- **Step 2:** Report the incident to the designated safeguarding lead, HR manager, or another appropriate person within the organisation.
- **Step 3:** The report will be logged, and the person who raised the concern will be informed of the next steps.
- **Step 4:** A thorough investigation will take place, including gathering statements from witnesses and those involved, and the outcome will be communicated to all parties.

Complaints will be treated with confidentiality, and those who make complaints will be protected from retaliation.

## **8. Investigation and Action**

All allegations of bullying and harassment will be investigated promptly and in a sensitive manner. The following steps will be taken:

- A confidential investigation will be conducted, with interviews conducted with all parties involved.
- If the investigation confirms that bullying or harassment has occurred, appropriate action will be taken, which may include disciplinary action, counselling, or other corrective measures.
- Any disciplinary action will be in line with the organisation's policies and procedures.

Where necessary, external support may be sought, including from counselling services or external agencies.

## **9. Support for Victims**

We recognise the impact that bullying and harassment can have on individuals. Balogun Bassey CIC is committed to providing appropriate support for victims of bullying or harassment. This support may include:

- Access to counselling services.
- Regular check-ins with the individual to ensure their well-being.
- Mediation, where appropriate, to resolve conflicts.
- Adjustments to working conditions or duties to ensure the individual feels safe and supported.

## **10. Preventative Measures**

Balogun Bassey CIC is committed to preventing bullying and harassment through:

- Regular training for all staff and volunteers on recognising, preventing, and responding to bullying and harassment.

- Encouraging a culture of respect and inclusion.
- Providing information on this policy to all staff, volunteers, and contractors.
- Displaying anti-bullying and harassment information in a visible place for staff, volunteers, and visitors.
- Implementing a zero-tolerance policy for any form of bullying or harassment.

## **11. Consequences of Bullying and Harassment**

Bullying or harassment may result in disciplinary action, up to and including termination of employment or contract. It may also result in legal action if the behaviour violates the law.

## **12. Conclusion**

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant laws and best practices. Feedback from staff, volunteers, and individuals served by Balogun Bassey CIC will be considered in this process.

## **13. Conclusion**

Balogun Bassey CIC is committed to creating a safe and inclusive environment for all. We will not tolerate bullying or harassment in any form, and we will take appropriate action to address any incidents that arise. All staff, volunteers, and contractors are expected to uphold the principles of this policy and contribute to maintaining a respectful and supportive environment.

For further information or to report an incident of bullying or harassment, please contact:

- Designated Safeguarding Lead: Samiat Balogun
- General Enquiries: [info@balogunbassey.org](mailto:info@balogunbassey.org)

#### **14. Policy Review and Approval**

This policy has been approved by the Board of Directors and undergoes an annual review.

**Last Review Date:** 1 March 2026

**Signed by:**

A handwritten signature in black ink, appearing to be 'Samiat Balogun', with a stylized, looping structure.

Samiat Balogun  
*Director*

A handwritten signature in black ink, appearing to be 'Amy Meite', with a stylized, angular structure.

Amy Meite  
*Director*