



Bullying and Harassment Policy and Procedures

Policy Statement

Lost Chord UK (LCUK) is committed to providing a safe and respectful environment for all individuals involved in our operations. This policy sets forth guidelines and procedures to prevent and address bullying and harassment in accordance with the UK Charity Commission rules and guidelines.

Scope

This policy applies to all trustees, staff, volunteers, beneficiaries, donors, and anyone connected to LCUK.

Objective

The objective of this policy is to promote a culture of respect and inclusivity within LCUK and to ensure that bullying and harassment are not tolerated.

Bullying and Harassment Procedures

Step 1: Definitions

1. **Bullying:** Repeated and deliberate mistreatment or abuse, including but not limited to verbal, physical, or cyberbullying.
2. **Harassment:** Any unwanted conduct related to protected characteristics, such as age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

Step 2: Prevention

1. LCUK will actively promote awareness and prevention of bullying and harassment through training, communication, and education.

Step 3: Reporting

1. Individuals who experience or witness bullying or harassment should promptly report it to a trustee, supervisor, or the MF designated contact person.

2. Reports can be made verbally or in writing, and anonymity will be maintained if requested.

Step 4: Investigation

1. Upon receiving a report, LCUK will conduct a thorough and impartial investigation, ensuring confidentiality and fairness for all parties involved.

Step 5: Resolution

1. If the investigation finds bullying or harassment to be substantiated, appropriate action will be taken, which may include disciplinary measures.

Step 6: Support

1. LCUK will provide support to victims and those who report bullying or harassment, ensuring their well-being and addressing any concerns or needs they may have.

Step 7: Non-Retaliation

1. LCUK will ensure that individuals who report bullying, or harassment are protected from retaliation.

Step 8: Records

1. LCUK will maintain records of reported incidents, investigations, and actions taken, while safeguarding individuals' privacy.

Step 9: Review

1. This policy will be reviewed periodically to ensure its effectiveness and compliance with UK Charity Commission rules and guidelines.

Last Review Date: 25.02.2024

Note: This policy outlines the procedures to prevent and address bullying and harassment within Lost Chord UK, in line with the UK Charity Commission's rules

and guidelines. It emphasises prevention, reporting, investigation, resolution, support, and non-retaliation.