# Robert Monk's Foxton Charity
## Registered Charity Number 234281
# Code of Conduct Policy

### Aims of the Policy

The purpose of this policy is to ensure a culture of working relationships where everyone is treated with dignity and respect, where harassment is unacceptable, and individuals have the confidence to deal with and challenge harassment or bullying without reprisals.

The charity is committed to tackling behaviour that is deemed inappropriate in working relationships. In many instances, the issues can be resolved informally. However, any complaint will be dealt with seriously and investigated quickly.

### Scope of the policy

This policy and procedure applies to Employees, Trustees and Hall hirers.

### Definitions

Harassment is unwanted conduct in working relationships affecting people's dignity. It is comments or actions that are regarded as demeaning and unacceptable to the recipient or that create a hostile, degrading, humiliating or offensive working environment.

Harassment may be verbal, non-verbal, physical, isolated or repeated and it can occur through behaviour in relation to gender, race, religion or belief, colour, ethnic or national origin, age, disability, sexual orientation, trade union membership, victimisation, real or suspected infection with HIV/AIDS, health status, marital status, political conviction or willingness to challenge harassment.

Bullying can be defined as persistent, offensive, abusive, intimidating or malicious behaviour or abuse of power which makes the recipient feel threatened, humiliated or vulnerable and undermines confidence. *Examples include:*

Shouting in public, persistent or unfair criticism, ostracising people, threats and instilling fear, inappropriate use of email, spreading malicious rumours, constantly undermining effort, withholding information, removing areas of responsibility or imposing inappropriate tasks.

### Responsibilities

Everyone has a responsibility to behave in a way that is not offensive to others and acknowledge that the views and opinions held by others and decisions made by managers may not coincide with their own.

Employees, Trustees and Hall hirers should report any actions which breach this policy as specified below.

Employees, Trustees and Hall hirers will be protected from intimidation, victimisation or discrimination for making a complaint or assisting in an investigation.

**Complaints**

All complaints, including whistle-blowing, will be dealt with as confidentially as possible.

However, the organisation has a duty of care to all Employees, Trustees and Hall hirers, and it may be necessary to investigate and take action regarding a complaint without the consent of the complainant.

**Informal complaint procedure**

If the individual feels able to, then often the quickest and most effective means of dealing with an issue is for the recipient to raise the matter informally, make their colleague aware that their behaviour is unacceptable and explain why.

**Formal complaint procedure**

If the informal procedure has been ineffective, or the complaint is so serious that the informal procedure would be inappropriate, then the RMFC complaints procedure displayed in the Hall and published on our website (https://www.foxtonvillagehall.org.uk/policies ) should be used.

The complainant should keep a record of the incidents e.g. what happened, when and if there were any witnesses. It would also be useful to consider how the situation could be resolved.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action may be taken be taken to stop the harassment/bullying immediately and prevent its recurrence.

**Monitoring and review**

The policy should be reviewed every 2 years to ensure its effectiveness.

Monitoring of the policy will take place through reporting numbers of instances to the Trustees at the AGM.

***V2.0/June 2026***