

Bullying and Harassment Policy of Atwell Wilson Motor Museum

Purpose

The purpose of this policy is to protect anyone who is involved with our charity or subsidiary from harassment and bullying and to ensure that we respond promptly, proportionately and sensitively to any concerns raised and, insofar as possible, treat these confidentially.

Applicability

This policy applies to anyone working or volunteering on our behalf, including our trustees. It is to be brought to their attention on joining the charity and made readily available to anyone who may wish to read it.

We will not accept anyone being harassed or bullied by a member of the public and will take appropriate action in such circumstances.

Bullying and harassment are often confused, because in some cases the bullying can be seen as harassment.

Harassment is unwanted conduct that violates people's dignity or creates an intimidating hostile, degrading, humiliating or offensive environment. Harassment is unlawful under the Equality Act 2010.

There is no single definition for bullying, but it can be considered as offensive, intimidating, malicious or insulting behaviour, an abuse of power or misuse of power through means intended to undermine, humiliate denigrate or injure the recipient. There is currently no legislation against bullying in the workplace.

Bullying and Harassment

Bullying behaviour can be considered harassment if it relates to the following:

- age
- disability
- gender reassignment
- race
- religion or belief
- sex
- sexual orientation

Behaviour that one individual may consider to be acceptable, another may not, so it is important that everyone is respectful of and sensitive to the needs and views of others. However, bullying does not include appropriate criticism of someone's behaviour or proper performance management.

Trustee Responsibilities

The trustees recognise that:

- There is no place for bullying and harassment within, or by, charities.
- They have a responsibility to lead the charity and create a culture of openness and respect in which harassment and bullying will not be tolerated, and individuals feel confident in reporting any concerns.
- They have a central role to play to ensure the charity has clear policies, and:
- Allegations are handled promptly, sensitively, appropriately and in line with employment and other laws.
- They are responsible for ensuring they have processes in place to hear and address any concerns.
- They have the power to revoke membership of the museum.

Reporting Concerns

Those concerned about bullying or harassment are encouraged to take their concerns directly to the trustees.

Concerns raised anonymously will be **recorded** and any facts available looked in to. However, in doing so we will be mindful that anonymous complaints can sometimes be malicious. Everyone involved in our work, even incidentally, has a right to complain and we will hold anyone accountable but, equally, individuals have a right to be protected from unsubstantiated and, potentially, malicious allegations. Consequently, anyone wishing to raise a concern is strongly encouraged to provide his or her contact details. This will also allow us to advise him or her of the outcome.

Serious actual or alleged incidents of bullying or harassment will be promptly reported to the Charity Commission using the serious incident reporting arrangements. Workers and volunteers can also make reports to the Commission.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period/date
1.0	Board	Dec 2025	Initial draft approved	Annually
2.0	Board	19/05/2026	Final draft approved	19/06/2027

Statutory Guidance

[Gov.UK – Workplace Bullying & Harassment.](#)

[Charity Commission: Serious Incident Reporting.](#)

[Charity Commission: Report Serious Wrongdoing at A Charity as A Volunteer or Worker.](#)

[CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding and Protecting People for Charities and Trustees.](#)