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**Bullying and Harassment of Colleagues**

Innov8 Sportz C.I.C. encourages an environment in which everyone is entitled to work without harassment, victimisation and bullying.

Harassment may be described broadly as "unwanted conduct affecting the dignity of men and women". Where a particular form of conduct has the effect of making a person feel humiliated, threatened or that their privacy is being invaded, then that conduct will constitute harassment and should cease immediately.

We will not condone harassment and the procedure for dealing with complaints is set out below.

* The policy applies to employee's conduct in, or out of working hours, when dealing with customers, or at work events.
* All employees have a responsibility for complying with this policy and treating all colleagues with dignity and respect. If you believe that you have been subject to, or witnessed harassment, victimisation or bullying, you must inform your Manager or one of the Managing Directors so that we can keep our workplace free from unacceptable behaviour.

The procedure for dealing with cases of harassment is set out below:

* If you believe you are being subjected to any harassment then, in the first instance you should ask the offender to stop or make it clear that such attention is unwelcome. If necessary, ask a friend or colleague to help you do this.
* Such an informal approach may be all that is needed, but you should make a note of the details and keep them.
* If your request is ignored and the harassment continues, or you feel unable to make the informal approach, please contact your Manager or a Managing Director immediately. Details will be taken and should be confirmed in writing by the victim, this constitutes a formal complaint.
* A Managing Director will investigate the complaint. Allegations will be dealt with seriously and confidentially and there will be no victimisation of any employee making or being involved in a complaint.
* In cases of serious alleged harassment, any employee directly involved may be suspended pending investigation.
* If the harassment has taken place, then the accused will be dealt with in accordance with the Disciplinary Procedures.
* It is hoped that the implementation of this policy will ensure that all our employees work in an atmosphere of mutual trust, dignity and respect. If you see any form of discrimination do not condone it or allow it to go unchallenged

**This Policy was approved by the Innov8 Sportz C.I.C Board on 31/8/2012, was reviewed 11 November 2013 and again in August 2015 and is due for further review August 2016. Reviewed September 2016 due for further review September 2017. Signed:**