



RFAA HARASSMENT AND BULLYING POLICY

Introduction

Harassment and bullying can take many forms ranging from victimisation based on ethnicity, gender or religious belief through to the inappropriate use of tasteless jokes and comments to undermine an individual's position. This can seriously affect a person's wellbeing and create an unpleasant working relationship.

Whilst the Royal Fleet Auxiliary Association does not have any employees and all office holders at National and branch level are volunteers drawn from the membership, the RFAA is committed to ensuring that the behavior of the organization and its officials meets the highest standards. Any allegations of harassment and bullying will be thoroughly investigated and inappropriate behaviour eliminated.

Complaint procedure

If a member of the association feels they are experiencing bullying or harassment in any form and they are not able to deal with the issue on a personal basis with the perpetrator(s) then they should raise the matter through formal channels.

The Royal Fleet Auxiliary Association recognises that complaints of harassment and bullying are of a very sensitive nature and any complaints will be treated in confidence. Incidents should initially be reported to an appropriate branch committee member or branch Chair unless they are the alleged perpetrators, when the matter should be reported to a RFAA trustee. All complaints will be taken seriously and investigated promptly, and objectively. All those involved in the investigation must ensure that the confidentiality of the issue is maintained

On receipt of a complaint the person dealing with it will invite those involved to attend meetings at a mutually convenient time and location to discuss the matter and to conduct an investigation. Parties involved may be accompanied by a friend to offer support.

A report of the findings and recommended actions to resolve the issue will be given to the complainant and the alleged perpetrator. If either party is not satisfied with the findings any concerns should be raised as soon as possible so that they can be considered by the investigating official. If still unresolved the case will be reviewed by the RFAA Chair or Deputy Chair to ensure completeness and impartiality.

Decisions can then be made as to what further action needs to be taken to finally resolve the complaint.

R Bennett
RFAA Chair

Issued: 14th November 2019

To be Reviewed by: November 2022