

# SHARP



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SEDFORD HISTORICAL AND  
ARCHAEOLOGICAL RESEARCH PROJECT

## **Acceptable Behaviour Policy**

## 1. Scope and Purpose

1.1 The overall purpose of this policy is to promote the highest standards of professional conduct and behaviour among **everyone** associated with SHARP, through preventing incidences of harassment, bullying or victimisation; and to ensure a safe and non-threatening work environment.

1.2 This applies both at Sedgeford and off-site, and is not confined to the excavation season, but relates to all activities undertaken to meet the Charity's objectives throughout the year.

1.3 This policy applies equally to:

• Volunteers at SHARP
• Trainees at SHARP
• SHARP Supervisors
• SHARP employees
• Officers and Directors of SHARP
• SHARP Trustees

1.4 Third parties (e.g. contractors, members of partner agencies and members of the general public visiting SHARP) are also expected to comply with acceptable standards of behaviour.

1.5 Only issues and complaints raised at first hand, and often relating to the current season, can be easily addressed through SHARP's Acceptable Behaviour Policy. Therefore, we rely on prompt reporting, within 8 weeks of any incidents. Legacy complaints, i.e. issues or incidents from previous seasons, may be investigated if the committee agrees it is necessary, but given past experience these are more difficult to resolve, and therefore may not be given priority over current incidents.

## 2. Policy Statement

2.1 SHARP has a duty of care towards everyone associated with the Charity. It aims to maintain a working environment where everyone is treated with trust, dignity and respect; and where each person's contribution is valued.

2.2 Harassment, bullying, victimisation and other forms of inappropriate behaviour from anyone engaged in activities relating to SHARP will not be tolerated. SHARP is committed to resolving incidents and concerns relating to such inappropriate behaviour – whether experienced or observed – quickly, objectively, at the appropriate level, and in confidence.

2.3 Behaviour that may amount to harassment, bullying, victimisation, gross misconduct or other forms of inappropriate behaviour will be dealt with using the resolution procedure set out in this policy. SHARP encourages the use of informal resolution to address and resolve less serious issues in the first instance. However, the formal resolution process should be used where an informal approach is unsuccessful, as well as in more serious cases.

## 3. Policy Overview

3.1 This policy sets out everyone's responsibilities to ensure appropriate standards of behaviour whilst engaged in activities relating to SHARP.

3.2 The ***SHARP Complaints and Resolution Procedure*** identifies the approaches to be taken to ensure issues raised can be resolved quickly and in a fair and consistent manner.

#### **4. Some definitions of general terms used within this policy**

4.1 The term 'Trustees' within this policy includes all current SHARP Committee members within the current constitution

4.2 The term 'employees' within this policy applies to those working for SHARP under contracts of employment, or under any other contractual arrangement, including self-employed and sub-contracted staff.

## **Everyone's responsibilities for meeting acceptable standards of behaviour at SHARP**

### **5. Definitions of unacceptable behaviour**

5.1 *Harassment* is unwanted conduct relating to a protected characteristic\* which either violates the person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment for the person being harassed (ACAS). Harassment is unlawful under the Equality Act 2010. Harassment may not be intentional – it is the impact of the behaviour on the person affected that determines whether it is harassment or not, although an assessment of whether it was 'objectively reasonable' for the conduct to have had that effect would also need to be considered. A person may suffer harassment, even if the behaviour is not directed at them. [The protected characteristics covered by the law on harassment include: age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.]

5.2 *Sexual harassment* is where the unwanted behaviour has either violated someone's dignity, whether it was intended or not; or created an intimidating, hostile, degrading, humiliating or offensive environment for them, whether it was intended or not (ACAS).

5.3 *Bullying* is the unwanted behaviour from a person or group that is either offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient (ACAS). The bullying might be a regular pattern of behaviour or a one-off incident, and might happen face-to-face or remotely.

5.4 *Cyberbullying* is bullying with the use of digital technologies. It can take place on social media, messaging platforms, gaming platforms and mobile phones; and can result in unwanted attention from a wide range of people, including strangers. It is repeated behaviour, aimed at scaring, angering or shaming those who are targeted (Unicef). Examples include:

- spreading lies about or posting embarrassing photos or videos of someone on social media;
- sending hurtful, abusive or threatening messages, images or videos via messaging platforms;
- impersonating someone and sending mean messages to others on their behalf or through fake accounts.

5.5 *Victimisation* is the detrimental treatment of someone who has made a complaint or gives information about a contravention of the Equality Act 2010 or is believed to have done so.

5.6 *Gross Misconduct* is any unacceptable or improper behaviour of a very serious kind; and examples include, but are not limited to:

- Theft, fraud or the deliberate falsification of records
- Physical violence or assault
- Deliberate damage to property
- Serious abuse of email or internet policy
- Fraudulent misuse of an organisation's property or name
- Serious incapability at work or incapacity due to alcohol or illegal drug use
- Serious negligence which might cause unacceptable loss, damage, or injury
- Serious acts of insubordination
- A serious breach of Health and Safety rules
- A serious breach of confidentiality
- Acts bringing the organisation into serious disrepute.

5.7 *Other examples of inappropriate behaviour* include (but are not limited to):

- using obscene language or gestures which are likely to cause offence to a reasonable person
- using language which is exclusive or humiliating
- making offensive comments, insults, name-calling, nicknames or jokes that relate to protected or personal characteristics
- making unwelcome sexual advances (e.g. touching, or asking for sexual favours); as well as making (or threatening to make) decisions on the grounds of sexual advances being accepted or rejected
- displaying, storing, or communicating, in any format, pornographic, racist, homophobic or other offensive materials likely to offend a reasonable person
- undertaking practical jokes or other activities which could offend, humiliate or harm

5.8 The misuse of alcohol or non-prescription medication is no excuse for inappropriate behaviour. In addition, working while hungover is also dangerous for both yourself and others around you, and so will be treated as a disciplinary matter.

## **6. Everyone's responsibilities for ensuring appropriate behaviour**

6.1 Everyone undertaking activities in connection with SHARP should:

- understand their obligations to behave in an appropriate manner; including through their use of language, tone of voice, body language and actions
- challenge inappropriate behaviour – if necessary, seeking support from a colleague

- report more serious incidents of harassment/sexual harassment, bullying/cyberbullying, victimisation, gross misconduct or any other serious breaches of acceptable behaviour which they have experienced, witnessed, or been told about to a Trustee of SHARP
- report any incidents of harassment by a third party to the Committee of Trustees (for example by someone who is a member of the public, or partner agency, a client, contractor, or visitor to SHARP).
- co-operate with investigations into complaints of harassment/sexual harassment, bullying/cyberbullying or victimisation, gross misconduct or other serious breaches of acceptable behaviour.

6.2 Supervisors and Trustees of SHARP must additionally:

- i. provide a safe working environment by taking a zero-tolerance approach to harassment/sexual harassment, bullying/cyberbullying or victimisation
- ii. ensure volunteers and employees of SHARP are aware of this policy – particularly new members, temporary staff and those returning from a long break.
- iii. set a professional example by their own behaviour, consistent with this policy
- iv. follow the procedures for resolving complaints set out in the **SHARP Complaints and Resolution Procedure**.