Bullying, Harassment and Sexual Harassment Policy

1. Policy Statement

Sussex Cricket is committed to providing a working, learning and volunteering environment in which everyone is treated with dignity and respect and is free from bullying, harassment, sexual harassment, victimisation and discrimination.

We will not tolerate any behaviour that creates an intimidating, hostile, degrading, humiliating or offensive environment for another person. All concerns will be taken seriously, investigated promptly and addressed appropriately.

This policy supports Sussex Cricket's commitment to:

- Equality, diversity and inclusion.
- Safeguarding and welfare.
- Professional conduct and accountability.
- Compliance with the Equality Act 2010.
- Compliance with ECB regulations and standards.

2. Purpose

The purpose of this policy is to:

- Promote a positive, inclusive and respectful culture.
- Prevent bullying, harassment and sexual harassment.
- Explain unacceptable conduct.
- Set out reporting and investigation procedures.
- Protect individuals who raise concerns in good faith.
- Ensure complaints are handled fairly, sensitively and confidentially.

3. Scope

This policy applies to:

- Employees.
- Workers and casual workers.
- Agency workers.
- Apprentices.
- Volunteers.
- Contractors and consultants.
- Work experience students and interns.
- Directors and Committee Members.
- Players, coaches and officials where appropriate.
- Anyone acting on behalf of Sussex Cricket.

The policy applies:

- In the workplace.
- At matches and cricket-related activities.
- At conferences, meetings and training events.
- During work-related travel.
- At work-related social functions.
- In online environments.
- On social media platforms.
- Through email, messaging applications and other electronic communications.

4. Equality and Inclusion

Sussex Cricket is committed to ensuring that no person is treated less favourably because of a protected characteristic under the Equality Act 2010, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

- Race
- Religion or belief
- Sex
- Sexual orientation
- Any conduct that breaches the principles of equality, diversity and inclusion may result in disciplinary action and may also constitute a breach of ECB regulations.

5. Definitions

Harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of:

- Violating a person's dignity; or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment.

When determining whether harassment has occurred, consideration will be given to:

- The individual's perception.
- The circumstances of the case.
- Whether it is reasonable for the conduct to have that effect.

Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Examples include:

- Sexual comments, jokes or innuendo.
- Unwanted flirting or advances.
- Requests for sexual favours.
- Suggestive looks or gestures.
- Displaying sexually explicit images.
- Sending sexually explicit messages or emails.
- Unwelcome physical contact.

- Sexual comments on social media.
- Spreading sexual rumours.
- Intrusive questions about a person's private life.

Sexual harassment can occur regardless of age, gender, seniority or employment status.

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that undermines, humiliates, denigrates or injures another person.

Bullying may be a single serious incident or a pattern of behaviour.

Examples include:

- Persistent criticism designed to undermine confidence.
- Excluding individuals from meetings or activities without justification.
- Deliberately withholding information required for someone to perform their role.
- Public humiliation.
- Abusive or threatening language.
- Excessive monitoring or micromanagement.
- Deliberately overloading someone with work.
- Misuse of authority or status.
- Undermining someone's professional standing or reputation.

Cyber Bullying and Online Harassment

Bullying and harassment can occur through:

- Email.
- Text messages.
- WhatsApp and messaging platforms.
- Social media.
- Online forums.
- Video calls and virtual meetings.

Conduct online will be treated as seriously as conduct occurring face-to-face.

6. Victimisation

No individual will be subjected to any detriment because they have:

- Raised a complaint.
- Supported someone making a complaint.
- Participated in an investigation.
- Given evidence in good faith.

Victimisation will be treated as a disciplinary matter.

7. Expected Standards of Behaviour

Everyone associated with Sussex Cricket must:

- Treat others with dignity and respect.
- Promote an inclusive working environment.
- Challenge inappropriate conduct where safe to do so.
- Cooperate fully with investigations.
- Report concerns promptly.
- Maintain professional standards in person and online.

All individuals have a responsibility to help create a culture where inappropriate behaviour is challenged and not ignored.

8. Responsibilities

All Individuals

Everyone must:

- Comply with this policy.
- Refrain from bullying, harassment and victimisation.
- Report concerns promptly.
- Participate honestly in investigations.

Managers and Leaders

Managers and leaders must:

- Lead by example.
- Promote respectful behaviour.
- Address concerns early.
- Take complaints seriously.
- Ensure concerns are investigated appropriately.
- Protect those raising concerns from retaliation.

People Director

The People Director will:

- Provide advice and support.
- Facilitate investigations where appropriate.
- Monitor policy compliance.
- Identify trends and learning opportunities.
- Ensure complaints are managed fairly and consistently.

9. Reporting Concerns

Anyone who experiences or witnesses bullying, harassment or sexual harassment is encouraged to report it as soon as possible.

Concerns may be raised with:

- A line manager.
- Another manager.
- The People Director.
- A member of the Senior Leadership Team
- Through the Whistleblowing Policy.
- Through safeguarding procedures where appropriate.

Reports will be treated seriously and handled as confidentially as possible.

10. Informal Resolution

Where appropriate and subject to the wishes of the individual affected, concerns may be addressed informally.

Options may include:

- Speaking directly to the individual involved.
- Requesting that the behaviour stops.
- Support from a manager.
- Facilitated discussions.
- Mediation.

Individuals are **not required** to confront the person responsible before making a formal complaint.

11. Formal Complaints

Where:

- Informal resolution is inappropriate;
- Informal resolution has failed; or
- The allegation is serious,

a formal complaint may be submitted.

Complaints should normally be made in writing and will be investigated in accordance with Sussex Cricket's Grievance, Disciplinary and Investigation procedures.

Possible actions may include:

- Fact-finding enquiries.
- Formal investigation.
- Witness interviews.
- Mediation.
- Disciplinary proceedings.

Both parties will have the opportunity to present evidence and respond to allegations.

12. Confidentiality

Sussex Cricket encourages individuals to raise concerns openly wherever possible. Anonymous complaints are discouraged because they can be difficult to investigate effectively.

Information relating to complaints and investigations will only be shared where necessary to properly investigate and resolve the matter.

All individuals involved must maintain confidentiality and respect the integrity of the process.

13. Malicious or Bad Faith Complaints

Complaints made in good faith will never result in disciplinary action simply because they are not upheld.

However, knowingly making false, malicious or vexatious allegations may be treated as misconduct and may result in disciplinary action.

14. Outcomes and Sanctions

Where allegations are upheld, actions may include:

- Informal management action.
- Training or coaching.
- Mediation.
- Written warnings.
- Final written warnings.
- Dismissal.
- Removal from office.
- Withdrawal of volunteer or contractor status.
- Referral to the ECB, safeguarding authorities, the Police or other regulatory bodies where appropriate.

Serious bullying, harassment, sexual harassment or victimisation may constitute gross misconduct and may result in summary dismissal.

15. Related Policies

This policy should be read alongside:

- Equality, Diversity and Inclusion Policy.
- Grievance Policy.
- Disciplinary Policy.
- Whistleblowing Policy.
- Safeguarding Policies.
- Social Media Policy.
- Code of Conduct.

16. Monitoring and Review

Sussex Cricket will monitor the effectiveness of this policy and review it regularly to ensure compliance with legal requirements, ECB standards and organisational best practice.