



# Nene Valley Railway – Harassment and Bullying Policy

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## Our Commitment

We are committed to having a workplace which is free from harassment and bullying and to ensure that all paid staff, volunteers, contractors, customers and others who come into contact with us in the course of our work, are treated with dignity and respect.

This policy is to communicate to everyone at the railway, that Nene Valley Railway Ltd. and Nene Valley Railway Enterprises Ltd. (together the “NVR”) will not in any instance tolerate the bullying or harassment of others. Anyone found in violation of this policy may be disciplined under the terms of the railway’s disciplinary procedures and should be aware that this could result in dismissal or removal of membership.

This policy is intended to support this commitment in practice and to provide guidance to staff on how to deal with concerns of bullying or harassment.

This policy should be read alongside other NVR policies including the Code of Conduct, Equal Opportunities Policy, Disciplinary and Grievance policies, Social Media Policy and others

## Definition

Bullying is behaviour from a person or group that's unwanted and makes others feel uncomfortable, including feeling

- Frightened
- less respected or put down
- made fun of
- upset

Examples of bullying at work could include:

- someone has spread a false rumour about you
- someone keeps putting you down in meetings
- your boss does not let you go on training courses but they allow everyone else to
- your boss keeps giving you heavier workloads than everyone else
- your team never lets you join social events

The bullying might:

- be a regular pattern of behaviour or a one-off incident
- happen face-to-face, on social media, in emails or phone calls
- happen at work or at work social event
- not always be obvious or noticed by others

When is bullying harassment?

By law, it's harassment when bullying or unwanted behaviour is about any of the following (known as 'protected characteristics'):

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



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## Policy

We will not tolerate bullying or harassment at the NVR or at railway-related events away from the NVR, whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal or termination of membership. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We will take appropriate action if any of our paid staff, volunteers or contractors are bullied or harassed by our stakeholders or suppliers.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that someone has harassed or bullied another person connected to the railway, then the individual may be subject to disciplinary action, up to and including dismissal or termination of membership.

Employees, volunteers and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff, volunteers and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Individuals who feel they have experienced bullying should report this to their manager, the NVR General Manager, or to the Chairman of the NVR before the conduct becomes severe or pervasive. All personnel are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the NVR to take appropriate action.

## Disclosure and confidentiality

We will treat personal data collected during any investigation or process in accordance with the NVR data protection policy.

Signed

Chairman