



**MORECAMBE  
FOOTBALL  
CLUB**

# **MFC ANTI-BULLYING & HARASSMENT POLICY**



## **Anti-Bullying & Harassment Policy**

<b>Policy Owner</b>	<b>Version</b>	<b>Issue Date</b>	<b>Review Date</b>
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## **Anti-Bullying & Harassment Policy**

### **Policy Statement:**

Morecambe Football Club operate a zero-tolerance policy towards the many guises of bullying and harassment. This includes, but is not limited to: disablism, racism, sexism, homophobia, biphobia, transphobia, and religious discrimination.

Bullying and Harassment can have severe consequences for colleagues and the Club, such as, it can:-

- Make people feel unhappy and anxious
- Affect performance at work
- Affect family and social relationships
- Lead to mental and physical health difficulties
- Contribute to low morale and engagement
- Lead to poor performance and increased staff turnover
- Result in absence and reputational damage

We expect all colleagues to act as role models for the Club and as such, treat everyone with dignity and respect. The Club's management will challenge behaviours and actions that have an adverse effect on people's health and wellbeing.

### **Purpose:**

All colleagues have the right to expect a work environment that is free from:

- Intimidation
- Bullying
- Harassment

We commit to supporting an inclusive environment with mutual respect and understanding. We may treat any form of intimidating behaviour as a disciplinary matter. This applies in the workplace during working hours and at other work-related activities - for example: training courses, conferences, and social functions.

Serious harassment may be a criminal offence under the Protection from Harassment Act 1997. It may also be an offence under the Criminal Justice and Public Order Act 1994.

We support our managers in taking appropriate action to correct inappropriate behaviour. We want their teams free of conduct which could constitute bullying and harassment.

### **Scope:**

The policy applies to all colleagues and volunteers. We take all complaints or issues about unacceptable behaviour towards our employees seriously.

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### **Policy Definitions**

#### **Bullying:**

As per the ACAS definition, bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.





Bullying might:

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

It's possible someone might not know their behaviour is bullying. It can still be bullying even if they do not realise it or do not intend to bully someone.

Examples of bullying may include but are not limited to:

- Persistent unnecessary criticism
- Shouting at colleagues, whether in public or private
- Deliberately isolating a person by ignoring or excluding them
- Withholding information from a person
- Removing areas of responsibility from a person without justification
- Taking credit for others' work but never the blame when things go wrong
- Spreading malicious rumours
- Making inappropriate personal comments
- Blocking leave or training applications without reason
- Setting objectives with impossible deadlines to deliberately undermine a person
- Intentionally misrepresenting the views of others, including senior management
- Condescending behaviour or threatening treatment that humiliates, intimidates, or demeans.

### **Cyberbullying:**

Cyberbullying is bullying online or through the use of mobile phone technology.

*Online examples* of cyberbullying might include:

- email messaging; or
- posting messages/images on websites such as Instagram; Snapchat; YouTube; TikTok or other 'chat rooms' in the public domain.

*Mobile phone examples* of cyberbullying might include:

- Messaging;
- voice calls; or
- use of imaging (still and video).

### **Harassment:**

Harassment is unwanted conduct related to a relevant protected characteristic (age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, marriage and civil partnership or pregnancy and maternity), which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

It may also relate to other personal characteristics such as trans identities including non-binary, weight or social status.

Harassment may be physical, verbal, or non-verbal.





Examples of Harassment may include but not limited to:

- Unwanted physical contact, ranging from touching to serious sexual or physical assault
- Invading someone's personal space may amount to harassment
- Verbal conduct, such as:
  - o Sexist, racist, ageist or homophobic comments
  - o Derogatory remarks about an individual or group with a protected characteristic
  - o Offensive slogans, insults, or comments of a personal nature
  - o Suggestive remarks and innuendo
  - o Nicknames, inappropriate "banter," jokes or language
    - Unwanted non-verbal conduct, including:
      - o Sexually suggestive behaviour and gestures
      - o Staring and leering
      - o Other unwanted sexual attention or advances
        - The display, storage, or circulation of offensive material. This includes information held or accessed by computer.
        - Conduct that threatens, ridicules, intimidates, abuses, undermines, or undervalues an individual. This includes:
          - o Derogatory or degrading remarks or insults
          - o Offensive comments about appearance or dress
          - o Spreading malicious rumours
            - Open aggression, obscenities, uncontrolled anger
            - Belittling in front of others, persistent criticism, or sarcasm
            - Suggestions that sexual favours may result in career advancement or another benefit, or that refusal of such suggestions may result in some form of detriment
            - Unfair treatment, which may include deliberately excluding someone from social activities because:
              - o They have a protected characteristic
              - o Are perceived to have a protected characteristic
              - o Associate with a person who has a protected characteristic

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### **Procedure**

Employees who believe that another employee's behaviour is unacceptable and offensive to them will normally be expected, as a first step, to make that known to the other employee and ask that they stop the behaviour causing offence.





### **Informal Complaint of Bullying and/or Harassment:**

All allegations of bullying and/or harassment will be dealt with sensitively.

If you believe you have suffered from bullying and/or harassment, you should normally ask the alleged harasser to stop and should make it clear that a particular type of behaviour is unwelcome, unwanted, offensive and/or distressing.

If you find this too difficult or embarrassing or if, having approached the harasser the harassment does not cease then you should approach your Line Manager & the HR Manager.

Your Line Manager and the HR Manager would be able to help in a number of ways such as:-

- help you to explore your options
- help you prepare for an informal approach and even to accompany you to speak to the alleged harasser
- advise you on how to pursue a formal complaint.

### **Formal Complaint:**

Following any informal actions taken, should you then wish to raise a complaint, it should be dealt with in a fair and sensitive way with all parties concerned, such as:-

- the colleague(s) making the complaint
- anyone who witnessed it
- the colleague accused of bullying or discrimination

Should the issues not be resolved effectively then you should follow the Club's Grievance Policy & Procedure. You should raise your complaint, where possible, without delay if you are unable to resolve it informally.

The Club will investigate your complaint through the Grievance Policy & Procedure and take appropriate action when a colleague:

- Commits an act of harassment or bullying; or
- Breaches this policy in any other way.

Potential outcomes to allegations of Bullying and/or Harassment may result in action, up to and including dismissal, under our Disciplinary Policy & Procedure.

Dependent on the nature of any concern, should it be deemed a potential criminal offence, the Club may contact or involve the Police.





# 4 Types of BULLYING

## PHYSICAL Bullying

Hitting, kicking,  
slapping, pinching,  
spitting, tripping,  
pushing, blocking

Stealing or destroying  
someone's possessions

Making mean or rude  
hand gestures

Touching in unwanted  
and inappropriate ways

## VERBAL Bullying

Name calling

Insults

Teasing

Intimidation

Homophobic or  
racist remarks

Inappropriate sexual  
comments

Taunting

Threatening to  
cause harm

## SOCIAL Bullying

Lying and spreading  
rumors

Leaving someone out  
on purpose

Telling others not to be  
friends with someone

Embarrassing  
someone in public

Damaging someone's  
social reputation or  
relationships

## CYBER Bullying

Posting/sending  
hurtful texts emails or  
posts, images or  
videos

Making online threats

Imitating others online  
or using their log-in

Deliberately excluding  
others online

Spreading nasty  
gossip or rumors  
online



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