

THE ROYAL LIFE SAVING SOCIETY

POLICY NO:	RLSS009
POLICY:	ANTI HARASSMENT POLICY
ORIGINAL POLICY:	February 2011
LAST REVIEW DATE:	19 September 2018
REVIEW DATE:	September 2021

1. INTRODUCTION AND PURPOSE

The Royal Life Saving Society (RLSS) is committed to providing an education, sport and work environment free of harassment, where individuals are treated with respect and dignity. The RLSS will not tolerate harassing behaviour under any circumstances and will take disciplinary action against anyone who breaches this policy.

This policy applies to behaviour occurring both within and outside the course of RLSS's business, activities and events.

The purpose of this policy is to provide guidance on providing an environment free of harassment and the procedures to be taken when harassment takes place.

2. SCOPE AND CONTEXT

This policy covers the RLSS Commonwealth Headquarters, RLSS staff, volunteers, events and initiatives delivered directly by RLSS, and may provide guidance to RLSS Members in the development of their own national policies.

This policy applies to behaviours involving RLSS, its staff, volunteers, events and initiatives only.

Behaviours that only effect a RLSS Member or Companion Organisation and between individuals within a RLSS Member or Companion Organisation will be addressed by the RLSS Member or Companion Organisation through their own internal mechanisms.

Where behaviour has an impact on both RLSS and the RLSS Member, RLSS will liaise directly with the RLSS Member on addressing the behaviour. Where a RLSS Member has a clear anti-harassment policy in place, the RLSS Member anti-harassment policy, procedures and internal processes will be utilised to address the issue. Where a RLSS Member does not have a clear anti-harassment policy in place, the RLSS policy will be utilised in consultation with the RLSS Member.

This policy should be read in conjunction with the following RLSS policies.

- RLSS007 – Grievance Policy
- RLSS008 – Safeguarding Policy for Adults and Children at Risk
- RLSS013 – Whistle Blowers Policy
- RLSS015 – Anti-Corruption, Fraud and Bribery Policy



3. DEFINITIONS

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people (including the person or people's level of empowerment relative to the harasser). The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome.

Behaviour constituting harassment can take many different forms and may be explicit or implicit, physical, verbal or non-verbal.

Jokes and behaviour which are genuinely enjoyed and consented to by everyone present are not harassment. Sexual interaction or flirtation that is based on mutual attraction or friendship, and which is consensual or invited, is not sexual harassment.

4. POLICY STATEMENT

4.1 Responsibilities

- a. RLSS is responsible for taking all reasonable steps to prevent harassment and ensuring its position is widely known through all levels of the organisations' activities.
- b. The RLSS will ensure that appropriate procedures are identified to handle harassment complaints.
- c. All employees, members, volunteers, professionals and other persons associated with RLSS are responsible for complying with this policy.

4.2 Confidentiality

RLSS staff and volunteers responsible for implementing this policy will keep confidential the names and details related to harassment complaints unless disclosure is necessary as part of the disciplinary or corrective process.

4.3 Complaint Procedures

- a. The most effective complaint procedures offer a range of options for dealing with harassment including informal and formal resolutions. The RLSS complaints handling procedure can be found at RLSS018 – Complaints Handling Policy.
- b. RLSS recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a dispute.

4.4 Disciplinary Action

- a. Disciplinary action will be taken by RLSS against anyone who is found to be in breach of this policy.
- b. Disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of harassment.



- c. The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

4.5 Right to Appeal

Both parties to a complaint have the right to appeal the decision and recommendation of a panel if a matter of procedure, bias, or fairness is called into question. An appeals panel, made up of members other than those involved in initial investigations will handle formal appeals.

4.6 External Action

Both complainant and alleged harasser may pursue advice or action from an external authority at any stage of the complaint procedure.

5. ACCESS TO THE POLICY

This policy will be available for viewing by any person on RLSS's website or a copy will be sent upon request.

6. FURTHER INFORMATION

For further information or to report an act of harassment, please contact:

The Royal Life Saving Society, Commonwealth Headquarters,
Red Hill House, 227 London Rd,
Worcester WR5 2JG,
UNITED KINGDOM

Tel: +44 (0)1789 774229

Fax: +44 (0)1789 773995

Email: commonwealth@rlss.org.uk

Website: <http://www.rlsscommonwealth.org>

Attention: Deputy Commonwealth President

