



NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

ANTI-BULLYING, HARASSMENT & VICTIMISATION

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ANTI-BULLYING, HARASSMENT & VICTIMISATION POLICY

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Legal Basis

Legislation specific to the subject of this policy document:

- The Employment Rights Act 1996

Other relevant legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974 and associated Regulations
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Freedom Of Information Act 2000

Other documentation which you must check this document against:

- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice

Other Related Documents

- Bullying, Harassment and Victimisation Reporting Form
- Grievance Policy
- Sexual Harassment Policy
- ACAS – discrimination, bullying and harassment

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- Police Staff Council Standards of Professional Behaviour

1. Statement of Policy

- 1.1 Norfolk and Suffolk Constabularies (“the Constabularies”) are committed to creating an inclusive work environment that is free from bullying, harassment and victimisation, where everyone can achieve their potential and feels safe and comfortable at work. The Constabularies have a zero-tolerance policy in relation to bullying, harassment and victimisation.
- 1.2 The aim of this policy is to:
- explain what constitutes bullying, harassment and victimisation;
 - empower those affected to raise a complaint by setting out a clear process;
 - make clear the professional behaviour expected of all officers, staff and police support volunteers, contractors, workers and prospective job applicants;
 - make clear the responsibility of the Constabularies, and managers, to remove bullying, harassment and victimisation from the workplace;
 - make clear the expectation of all individuals to be an upstander, challenging bullying, harassment and victimisation, if observed or otherwise believed to be happening in the workplace;
 - set out the steps the Constabularies take to investigate and deal with complaints of bullying or harassment, and how we support those affected;
 - ensure individuals know where to find support in the Constabularies.
- 1.3 The Constabularies are committed to ensuring this policy complies with relevant legislation and general principles of fairness and that consultation has been undertaken with all relevant staff groups.
- 1.4 Unless we have expressly stated that a policy is contractual, all our policies and procedures are non-contractual (police staff). We may update our policies at any time following consultation with UNISON and/or Federation as applicable.
- 1.5 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of a person’s age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status. Managers have a specific responsibility to ensure the fair application of this policy and all officers and staff have a shared responsibility in ensuring its success.

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- 1.6 This policy has been formally agreed via the approved policy development and review process. It will be maintained by the HR Department in conjunction with the Central Policy Unit.
- 1.7 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards, continues to meet our needs and reflects any changes in legislation.
- 1.8 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers, HR Delivery.

2. Applicability

- 2.1 This policy applies to all police officers, police staff, Special Constabulary personnel, police support volunteers, casual workers and anyone else we engage to work for the Constabularies. It also applies to job applicants and is relevant to all stages of the employment relationship.
- 2.2 The policy applies to bullying, harassment and victimisation in the workplace, including working from home, as well as in any work-related setting outside the workplace or outside working hours such as training and work-related social events, or on social media. There may also be circumstances where someone experiences unwanted conduct from a third party during the course of their work, for example clients, customers, partnership workers, suppliers or visitors. We will take appropriate action against any complaints of bullying or harassment by a third party.
- 2.3 We have a separate policy on sexual harassment.

3. Our commitment to you

- 3.1 We are committed to taking pro-active measures to prevent all forms of bullying, harassment and victimisation against our staff by:
 - ensuring all new starters attend equality, diversity and inclusion (EDI) training and are made aware of this policy as part of their induction programme;
 - requiring all staff to attend regular equality, diversity and inclusion training;
 - monitoring our workplace culture through anonymous people opinion surveys, exit interviews, one-to-one conversations, return-to-work meetings and management meetings to identify and address any issues;
 - ensuring that our zero-tolerance approach is communicated to all who work for us and third parties that we may have contact with.

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- 3.2 We take all reports of bullying, harassment and victimisation seriously and will address them promptly and with the greatest degree of confidentiality possible.
- 3.3 We will investigate all reports and complaints fairly, and, where appropriate, will take disciplinary/misconduct action against the perpetrator(s).
- 3.4 We will not tolerate anyone being victimised for making allegations of bullying or harassment or for supporting someone to make such a complaint.
- 3.5 If any third-party harassment of staff occurs, the Constabularies will take steps to remedy any complaints and to prevent it happening again. These may include warning the harasser about their behaviour, banning them from the Constabularies' premises, reporting any criminal acts, and sharing information within the Constabularies.

4. What we expect from you

- 4.1 We must all take the time to consider the types of behaviour that are unacceptable or may be unwanted or cause offence. Everyone has a responsibility to help create and maintain a work environment that is free from bullying, harassment and victimisation and to treat all colleagues with dignity and respect.
- 4.2 Any dealings individuals have with third parties, including suppliers, contractors, agency staff and consultants, must be free from, harassment, victimisation or bullying.
- 4.3 If any of our people is found to have committed, or condoned an act of bullying or harassment, we will take action against them (for those to whom it applies) under the police officer misconduct procedures or police staff disciplinary procedures up to and including dismissal.
- 4.4 There is no justifiable reason to bully or harass someone else. Bullying, harassment and victimisation can cause stress and affect people's health and wellbeing. It may affect work performance and can even cause people to leave their job.
- 4.5 Even if you do not intend to bully or harass someone else, this does not legitimise the behaviour as it is the impact on the recipient that is important.
- 4.6 If you experience or witness bullying or harassment, we encourage you to speak up without delay, so that we can take action and provide support.
- 4.7 It is imperative that all staff:
 - understand and adhere to the Standards of Professional Behaviour and treat colleagues with dignity and respect;
 - are aware of how their own behaviour may affect others and changing it if necessary;

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- make it clear to others when they find their behaviour unacceptable;
- report any concerns of harassment or bullying experienced or witnessed to a manager or HR;
- co-operate with any investigations as required;
- be supportive of anyone who may have been bullied, harassed or victimised;
- if aware of any complaint made, not pre-judge or victimise the complainant or alleged harasser.

4.8 Line managers have a particular responsibility to:

- implement and support our zero-tolerance policy on bullying, harassment and victimisation;
- ensure that all staff in their teams understand the standards of professional behaviour and lead by example;
- ensure there is a supportive working environment for their team;
- intervene to stop bullying and harassment where identified;
- support their staff when any allegations of bullying or harassment are made.

4.9 Line managers are encouraged to seek advice or support from their HR Advisor regarding any concerns of bullying, harassment or victimisation or unwanted behaviour in their teams.

4.10 Training in relation to the issues raised in this policy is available on LMS the Best I can Be and should be undertaken and refreshed frequently and covered in PDRs.

5. Standards of Professional Behaviour

5.1 The Standards of Professional Behaviour define how officers and staff should behave, what conduct is acceptable and what is unacceptable. The police staff standards are listed at Appendix A. The police officer standards are listed at Appendix B.

5.2 For the purpose of this policy the following standards are highlighted:

- *individuals are expected to act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy;*
- *individuals should not abuse their powers or authority and respect the rights of all individuals;*
- *all individuals are to challenge, where appropriate and/or possible, but always report, improper conduct.*

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6. What is Bullying, Harassment and Victimisation?

- 6.1 **Bullying** – whilst there is no legal definition of bullying we regard it as conduct that is offensive, intimidating, malicious or insulting and/or an abuse or misuse of power that is meant to or will likely undermine, humiliate or injure the person on the receiving end. ‘Power’ doesn’t always mean being in a position of authority but can include both personal strength and the power to coerce through fear of intimidation.
- 6.2 Bullying can be physical, verbal or non-verbal conduct. It is not necessarily face to face and can be done by email, phone calls, online or on social media.
- 6.3 If the bullying relates to a person's protected characteristic, it may also constitute harassment and, therefore, will be unlawful (see Harassment below). Please see Appendix C ‘What are examples of Bullying?’
- 6.4 It is important to understand that legitimate, reasonable and constructive criticism of an individual's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.
- 6.5 **Harassment** is unwanted conduct related to the protected characteristics under the Equality Act 2010, of age, sex, race (including colour, nationality, ethnic or national origin), disability, sexual orientation, gender reassignment, religion or belief, that either:
- violates the person's dignity, whether it was intended to or not; or
 - creates an intimidating, hostile, degrading, humiliating or offensive environment for the person, whether it was intended to or not.
- 6.6 The law on harassment does not cover the protected characteristics of pregnancy and maternity or marriage and civil partnership, however harassment on any grounds is still unacceptable.
- 6.7 Cases of pregnancy and maternity or marriage and civil partnership harassment could still relate to a person's sex or sexual orientation, and as such, is unlawful.
- 6.8 A person's conduct may be harassment even if they didn't intend to cause offence. Different people find different things acceptable and everyone has the right to decide what behaviour is acceptable to them and to have their feelings respected by others. A single incident could potentially amount to harassment depending on the context and circumstances.
- 6.9 Someone may also feel harassed even if the unwanted conduct or behaviour is not directed at them personally, but if what they have seen or witnessed creates an intimidating or offensive working environment for them.

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6.10 Similarly, harassment can also arise by association, where someone is harassed because they are associated with someone with a protected characteristic, for example having a family member of a particular religion.

6.11 For examples of harassment please see Appendix D

6.12 **Sexual Harassment** is specifically defined by the Equality Act 2010 as:

- Unwanted conduct of a sexual nature, whether physical, verbal or non-verbal, even if a single incident, that has the purpose **or** effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and
- less favourable treatment that occurs as a result of a rejection of, or submission to, unwanted conduct of a sexual nature or unwanted conduct related to sex or gender reassignment.

Please see our separate policy on sexual harassment.

6.13 **Microaggressions** are subtle, indirect, and often unintentional, expressions or actions that can communicate negative messages about a person's race, gender, sexual orientation, religion, or other aspects of their identity. While seemingly small and often unintentional, the impact of microaggressions on the recipient is what matters. Microaggressions can happen frequently and their cumulative effect can have a significant impact on individuals, contributing to feelings of exclusion, belittlement, and othering.

6.14 Serious microaggressions can amount to unlawful harassment, bullying or discrimination but even less serious microaggressions can negatively impact the health and wellbeing of the person experiencing them.

6.15 For examples of Microaggressions please see [Appendix E](#).

6.16 **Victimisation** is when someone is treated badly or unfairly because they reported that someone has been bullying or harassing them, or someone else, or supported someone to report an incident or gave evidence in relation to a complaint or claim. This would include, for example, isolating someone because they have made such a report.

6.17 When you report bullying or harassment, you have a right not to be victimised. We recognise that fear of victimisation can put people off from reporting incidents, however we will always take appropriate action to deal with any alleged victimisation, including disciplinary action.

7. What to do if you have been bullied, harassed or victimised, or witnessed this behaviour against others

General principles

7.1 We encourage anyone who feels that they have been bullied, harassed or victimised, or has witnessed this behaviour against another person(s), to

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come forward with their concerns as soon as possible. This will help us to take appropriate action and provide support. We will help people to have open conversations, engage in resolution of complaints and incidents reported and, where appropriate, implement a disciplinary or misconduct process against the perpetrator(s).

- 7.2 As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all our staff and may pursue the matter independently, if, in all the circumstances, it is appropriate to do so.
- 7.3 Bullying, harassment and victimisation can be clear cut, but sometimes it can start at a low level and gradually escalate. If you are concerned, you should keep a record of any incidents or behaviour which you feel could amount to bullying or harassment or victimisation. It's important that notes are contemporaneous and kept in a safe place, whether handwritten or made electronically. This will be useful evidence if the unacceptable behaviour continues and you wish to make a report.
- 7.4 When making a record of relevant incidents or behaviour you should include:
 - the date it occurred,
 - what was said or done and by whom,
 - how it made you feel,
 - anyone else who was present or witnessed the incident.

Informal Reporting Route

Bully/harasser is another member of staff

- 7.5 If you have experienced unwanted conduct or behaviour, it may be possible to sort out the situation informally. If you feel able to, you may decide to approach the person yourself to make it clear their behaviour is not welcome and ask them to stop immediately. They may not be aware their behaviour is offending you.
- 7.6 Alternatively, if you do not feel able to speak directly to the individual, you may consider asking your manager, a colleague, HR, a representative of Federation or UNISON (if you are a member), for support. You may or may not want your manager or HR to talk to the individual on your behalf and we will respect your wishes. However, if the welfare or safety of you or others is at risk or where your allegations are particularly serious, we may have to approach the individual and instigate a formal investigation. In such a case we will, wherever possible, discuss this with you first.
- 7.7 If you have witnessed bullying, harassment or victimisation of a colleague, but not affected personally by it, you are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:
 - intervening where you feel able to do so;

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- supporting the victim to report it or reporting it on their behalf;
- reporting the incident where you feel there may be a continuing risk if you do not report it.

Bully/harasser is a third party

7.8 If you are experiencing bullying or harassment by a third party, we encourage you to report this to your manager or HR without delay so that they can advise and support you on the best course of action.

Formal Reporting Route

7.9 If an informal approach doesn't resolve the situation to your satisfaction, or you don't feel comfortable addressing the person, or you think the situation is too serious to be dealt with informally, you can raise it formally.

7.10 To make a formal complaint you will need to put the details in writing – you can use the 'Bullying and Harassment Incident Reporting Form' which has guidance to help you complete it, and send this to your line manager, head of department, or directly to HR. Any line manager or head of department who receives a written complaint should contact their HR Advisor without delay.

7.11 Upon receipt of your complaint, an HR Advisor will make contact with you and discuss next steps.

7.12 Where the HR Advisor considers that the matter may suit informal resolution, they will discuss this with you, and with your knowledge, contact your line manager (or another appropriate manager if the line manager is the subject of your complaint), to discuss the way forward. The HR Advisor will likely then arrange a meeting with both you and your manager to discuss options for resolving the situation and any additional support. Options may include a facilitated meeting, or mediation, with all parties concerned. For further information on our mediation process please refer to the Grievance Policy.

7.13 Where informal steps do not resolve your concerns, or they are too serious to address informally, we will follow our formal grievance procedure as set out in our Grievance Policy. This will usually include an investigation, carried out by an appointed Resolution Manager. You can be accompanied by a colleague or a Federation or UNISON representative (if you are a member) at any meetings we may ask you to attend to help resolve the situation.

7.14 We will ensure that you and the person you have raised allegations about are not required to work together whilst we investigate. If there is any indication that matters raised by you may amount to potential misconduct by an officer, an immediate referral must be made to PSD. In such circumstances the Resolution Manager should seek detailed advice from HR on how to proceed. Please note that any such referral may impact the

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timescale for conclusion of grievance process, but is unavoidable due to the requirement to comply with the Police (Conduct) Regulations 2020.

- 7.15 Subject to data protection requirements, we will notify you whether any proceedings are being instigated. In all cases, it is not your decision as to the action that should result.
- 7.16 If your grievance is otherwise upheld, appropriate action will be instigated to seek to resolve the issues raised.
- 7.17 Where the alleged bully/harasser is a third party, we will conduct an appropriate investigation.
- 7.18 Any individual who deliberately provides false information, or who otherwise acts in bad faith as part of an investigation, may be subject to disciplinary or misconduct action themselves. However, no individual will be disciplined or treated detrimentally because their complaint has not been upheld.
- 7.19 Regardless of the outcome, we will support you and those involved in making arrangements to continue or resume working together, and to help repair working relationships, which may include encouraging you to engage in mediation. We will consider making arrangements to avoid those involved having to continue to work alongside each other, if either party does not wish to do so.
- 7.20 If you have reported behaviour that you have witnessed (but have not been personally affected by) you will receive confirmation from HR that the matter is being dealt with appropriately. If there is any indication that an allegation needs to be addressed via the misconduct or disciplinary process, this may result in proceedings against the alleged bully/harasser. Subject to data protection requirements, we will notify you whether any proceedings are being instigated. In all cases, it is not the decision of the reporting party as to the action that should result.
- 7.21 All witnesses will be provided with appropriate support.

8. What happens if I am accused of bullying or harassment?

- 8.1 If someone speaks to you about your behaviour, remember that different people find different things acceptable and everyone has the right to decide what behaviour is acceptable to them and to be respected. If you have offended someone without intending to, the person concerned may be satisfied with an explanation and an apology, and assurance that you will not behave that way again. If a formal report is made against you, we will investigate and may instigate officer misconduct or police staff disciplinary proceedings against you to deal with the issue as a possible case of misconduct or gross misconduct.
- 8.2 We will make arrangements so that you and the person(s) who made the report, or are impacted by the allegations, are not required to work together while we investigate.

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- 8.3 If it is found that you have committed, authorised or condoned an act of bullying, harassment or victimisation, a sanction will be imposed, up to and including dismissal for police officers and police staff.
- 8.4 You should be aware that you could also be held personally liable to pay compensation in the event of a legal claim for discrimination.
- 8.5 Allegations of a particularly serious nature could also lead to a criminal investigation being instigated. Where there are concerns that a criminal act has taken place, HR will take advice from PSD. If a criminal act is suspected, any action taken must avoid prejudicing the criminal investigation. Appropriate action will be taken depending on the circumstances.
- 8.6 If the allegations are not upheld, we will support you and those involved in making arrangements to continue or resume working together, and to help repair working relationships. This may include encouraging you to engage in mediation. We will consider making arrangements to avoid those involved having to continue to work alongside each other, if either party does not wish to do so.
- 8.7 You must not victimise anyone who has made a report or complaint against you, nor anyone who has supported them in making the complaint or given evidence about the matter. Disciplinary/misconduct action will be taken against you if we have good reason to believe that you may have victimised someone.

9. Ex-officers and ex-staff

- 9.1 Anyone who no longer works for the Constabularies who has experienced bullying, harassment or victimisation during the course of their service/employment can still report incidents. You should write to the Director of People as soon as possible, including as much information as possible. This will be reviewed by HR Delivery and acted upon in accordance with our disciplinary or misconduct procedures as appropriate and you will be notified of action taken

10. Advice and Support

- 10.1 We understand that people may be apprehensive about raising bullying or harassment concerns. We therefore encourage you to seek advice and support, either from your line manager or a more senior manager, another manager you feel comfortable speaking to, a member of HR, a Federation or UNISON representative (if you are a member), or from a staff association or support group in the Constabularies. Whomever you confide in will sensitively discuss with you the options for reporting and/or resolving your concerns.
- 10.2 We also understand that anyone affected by, or involved with, a complaint of bullying, harassment or victimisation may feel anxious or upset and we will do what we can to support you.

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- 10.3 The line manager remains responsible for the welfare of any member of their team who raises a concern or report of bullying or harassment, as well as any one of their team whom an incident is reported about or complaint raised against.
- 10.4 You can also access confidential support and counselling from our Employee Assistance Programme (EAP). To access the EAP site please [click here](#) or go to Constabularies' intranet pages.
- 10.5 Any manager who is concerned about a person's welfare or mental health should submit a management referral to Workplace Health. If the concern relates to the immediate safety of anyone who may be at risk of self-harm or suicide, a SASH notification form must be completed as soon as this is identified. In such circumstances the decision may be taken to contact the family members/next of kin as held on that person's HR personal file, as this risk would outweigh confidentiality obligations.
- 10.6 For information and contact details on the Constabularies' wider support networks, please go to the Staff Support Networks pages on the intranet. These networks are available to offer advice and support to their members.
- 10.7 Information and support can also be obtained from the following external services:
- National Bullying Helpline
Helpline: 0300 323 0169 Telephone: 0845 225
 - The Equality Advisory and Support Service
(www.equalityadvisoryservice.com).

11. Sensitivity and Confidentiality

- 11.1 Anyone involved with an informal or formal complaint about bullying, harassment or victimisation, including witnesses, must keep the matter strictly confidential and act with appropriate sensitivity to all parties.
- 11.2 If anyone is found to have breached confidentiality or acted without due care or sensitivity in a case of bullying, harassment or victimisation, we may take disciplinary or misconduct action against them up to and including dismissal.
- 11.3 All personal data collected is processed and retained in accordance with our Data Protection Policy. In particular, data collected in relation to the investigation of bullying, harassment or victimisation complaints is held securely and accessed by, and disclosed to, individuals only for the purposes of responding to the complaints and conducting an investigation.
- 11.4 We will treat all reports of bullying, harassment and victimisation sensitively and maintain confidentiality to the maximum extent possible. Investigation of allegations and future management of risk, if allegations are upheld, will normally require limited disclosure on a "need to know" basis. For example, the individual whom the behaviour has been reported about will need to

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know the identity of the person that reported it. Some details may also have to be given to potential witnesses but this will be limited as far as possible, while ensuring a fair and sufficiently thorough investigation. The importance of confidentiality will be emphasised to witnesses.

- 11.5 If any meetings have been digitally recorded, this record will be retained on the personal file of the individual who reported the incident and made available to the individual upon their request.
- 11.6 Any person whom allegations of bullying, harassment or victimisation have been made against, will have a record held on their personal file of any action to be taken or outcome concluded that concerns them.

12. Monitoring

- 12.1 Bullying, harassment and victimisation incidents will be recorded and monitored by HR. Sufficient detail will be recorded to allow for trend analysis of such incidents to ensure that cases are dealt with consistently and that complaints are properly investigated and resolved, to confirm that those who report or act as witnesses are not victimised, and to identify any further and future preventative action to be taken, including dealing with repeat offenders appropriately, identifying and resolving cultural clashes and targeting training where necessary.

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Appendix A: Standards of Professional Behaviour – Police Staff

The following is an overview of the standards of professional behaviour for police staff. Full guidance on the standards can be found [here](#).

Honesty and Integrity

Police staff are honest, act with integrity at all times and do not compromise or abuse their position.

Authority, Respect and Courtesy

Police staff act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy. Police staff do not abuse their powers or authority and respect the rights of all individuals.

Equality and Diversity

Police staff act with fairness and impartiality. They do not discriminate unlawfully or unfairly.

Use of Restraint

Police staff only use restraint as part of their roles and responsibilities to the extent that it is necessary, proportionate and reasonable in all the circumstances.

Instructions

Police staff only give and carry out reasonable instructions. Police staff follow all reasonable instructions and abide by force policies.

Work and Responsibilities

Police staff are diligent in the exercise of their work and responsibilities

Confidentiality

Police staff treat information with respect and access or disclose it only in the proper course of their work.

Fitness for Work

Police staff when at work are fit to carry out their duties.

Discreditable Conduct

Police staff behave in a manner which does not discredit the police service or undermine public confidence in the police service. Police staff report any conviction or caution against them for a criminal offence.

Challenging and Reporting Improper Conduct

Police staff whilst at work report, challenge or take action against the conduct of colleagues which have fallen below the standards of professional behaviour expected.

Appendix B: Standards of Professional Behaviour – Police Officers

1. Honesty and integrity

I will be honest and act with integrity at all times and will not compromise or abuse my position.

2. Authority, respect and courtesy

I will act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy.

I will use my powers and authority lawfully and proportionately and will respect the rights of all individuals.

3. Equality and diversity

I will act with fairness and impartiality.

I will not discriminate unlawfully or unfairly.

4. Use of force

I will only use force as part of my role and responsibilities, and only to the extent that it is necessary, proportionate and reasonable in all the circumstances.

5. Orders and instructions

I will, as a police officer, give and carry out lawful orders only, and will abide by Police Regulations.

I will give reasonable instructions only, and will follow all reasonable instructions.

6. Duties and responsibilities

I will be diligent in the exercise of my duties and responsibilities.

7. Confidentiality

I will treat information with respect, and access or disclose it only in the proper course of my duties.

8. Fitness for work

I will ensure, when on duty or at work, that I am fit to carry out my responsibilities.

9. Conduct

I will behave in a manner, whether on or off duty, which does not bring discredit on the police service or undermine public confidence in policing.

10. Challenging and reporting improper behaviour

I will report, challenge or take action against the conduct of colleagues which has fallen below the standards of professional behaviour.

Appendix C: What are examples of Bullying?

Bullying can take the form of physical, verbal and non-verbal conduct. Whilst this is not an exhaustive list, examples of bullying are:

- Shouting at, being sarcastic towards, ridiculing or demeaning others
- Physical, verbal or psychological threats
- Degrading or singling someone out using sexual language or gestures (sexual bullying)
- Overbearing and intimidating levels of supervision
- Inappropriate and intrusive questioning
- Inappropriate and/or derogatory remarks about someone's performance
- Abuse of authority or power by those in positions of seniority
- Ignoring or shunning someone for example, by deliberately excluding them from a conversation or a workplace social activity
- Unjustified blocking of applications for leave, training or promotion

Appendix D: What are examples of Harassment?

Unlawful **harassment** may involve conduct of a sexual nature (sexual harassment) or it may be related to age, disability, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories. Whilst this is not an exhaustive list, examples of harassment include:

- Banter, jokes, taunts or insults that are sexist, racist, ageist, transphobic, homophobic or derogatory against any other protected characteristic;
- Unwanted physical conduct including touching, pushing, grabbing, brushing past someone, invading their personal space and more serious forms of physical or sexual assault;
- excluding someone from a conversation or a social event or marginalising them from the group;
- derogatory comments about pregnancy, maternity leave or IVF treatment;
- derogatory or offensive comments about religion;
- unwelcome comments about someone's appearance or the way they dress that is related to a protected characteristic;
- Mocking, mimicking or belittling a person's disability;
- 'outing' or threatening to 'out' someone as LGBTQ+;
- excluding or making derogatory comments about someone because of a perceived protected characteristic, or because they are associated with someone with a protected characteristic.

Sexual harassment

Sexual harassment is defined as unwanted conduct of a sexual nature e.g. behaviour that has a sexual content or sexual connotation, or treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Sex harassment

Sex harassment means unwanted conduct that is related to a person's sex or the sex of another person. Sex harassment will not, therefore, be sexual in nature but will be behaviour that is linked in some way to gender and causes offence. An example could be where a member of staff makes derogatory or demeaning statements about women generally e.g. "women belong in the kitchen" and a particular person (male or female) finds this unwelcome and offensive.

Gender Reassignment harassment

Harassment related to gender reassignment may include refusing to treat a person as of their new gender when they transition, not addressing them by their preferred name and correct gender pronouns, denying access to appropriate single sex facilities such as changing rooms, or disclosing an individual's transgender status without their consent.

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Sexual Orientation harassment

Sexual orientation harassment may include a verbal or written comment, what someone thinks is a 'joke', exclusion from conversations or activities, violence or threat of violence based on someone's perceived or actual sexual orientation.

Disability harassment

Disability harassment relates to offensive conduct relating to a person's specific health condition or persistent ill-health, where the condition amounts to a disability. It would include making negative assumptions about the person's ability due to their impairment.

Age harassment

This relates to anyone of any age, and includes unjustified assumptions about a person's value, ability and commitment because of their age or where people look older or younger than they are. Age harassment would include pressurising anyone to retire or always expecting the youngest member of the team to undertake menial tasks.

Religion or belief harassment

This applies to harassment on the grounds of religion or belief, or non-belief, and includes offensive conduct relating to the prayer, dietary or other requirements of the religion concerned. It would also include where someone makes it unnecessarily difficult for anyone to conform to their religious beliefs, or pressure to participate in religious or other belief groups.

Racial harassment

This applies to harassment on the grounds of skin colour, nationality, ethnic or national origin, descent, culture or language. It could include making racially orientated jokes or comments or making comments about anyone's clothing, hair or customs.

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Appendix E: What are examples of Micro-aggressions?

Racial Microaggressions:

- Asking someone where they are "really from" when they have a non-white appearance.
- Assuming someone's intelligence based on their race or ethnicity.
- Making stereotypical comments about a person's culture or background.

Gender Microaggressions:

- Interrupting a woman more often than a man.
- Discounting a woman's opinions or ideas.
- Making assumptions about a woman's abilities or interests based on gender.

Microaggressions targeting LGBTQ+ individuals:

- Assuming someone's sexual orientation or gender identity.
- Using outdated or offensive terms to refer to someone's gender or sexual orientation.
- Making jokes about LGBTQ+ people or relationships.

Microaggressions targeting people with disabilities:

- Assuming someone with a disability needs help without asking.
- Using patronising language when speaking to someone with a disability.