

Langar cum Barnstone Parish Council Prevention of Harassment and Bullying Policy

Adopted: 9th April 2026

Reference Number

Review Date April 2027

1. Legal Governance Framework & References

This policy complies with the Equality Act 2010, Worker Protection Act 2023, Employment Rights Act 1996, Health and Safety at Work Act 1974 and ACAS Code of Practice. The Council acknowledges its legal duty to take proactive steps to prevent harassment and to respond promptly and effectively to all concerns raised.

2. Policy Statement

Langar cum Barnstone Parish Council is committed to providing a safe, respectful and inclusive environment free from harassment, bullying and victimisation. The Council will take all reasonably practicable steps to prevent harassment, including sexual harassment, in line with the Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023.

3. Scope

This policy applies to all employees, councillors acting in an official capacity, contractors, suppliers, volunteers and members of the public engaging with the Council. It covers all Council meetings, events, digital communications and any work-related setting.

4. Definitions

Harassment: unwanted conduct that violates dignity or creates an intimidating, hostile, degrading or offensive environment.

Bullying: misuse of power or position to undermine, humiliate or intimidate.

Sexual harassment: unwanted conduct of a sexual nature, including verbal, non-verbal or physical behaviour.

Victimisation: unfair treatment of a person because they have made or supported a complaint.

Third-party harassment: harassment carried out by individuals not employed by the Council.

5. Examples of Unacceptable Behaviour

- Offensive jokes, remarks or gestures
- Excluding, undermining or belittling behaviour

- Threatening, aggressive or abusive conduct
- Unwanted physical contact
- Sexual comments, advances or suggestive behaviour
- Misuse of digital platforms to intimidate or harass

6. Responsibilities

The Council will:

- Provide guidance to Councillors and staff
- Maintain clear reporting routes
- Ensure appropriate supervision and oversight
- Take prompt action on all concerns raised

Councillors must:

Act professionally and comply with the Code of Conduct

- Model respectful behaviour
- Report concerns immediately

Employees must:

- Report concerns promptly
- Cooperate fully with investigations
- Treat others with dignity and respect

7. Reporting and Investigation

Concerns should be reported to the Chair or Vice Chair.

Acknowledgement will be provided within five working days.

Investigations will begin within ten working days where practicable.

All matters will be handled confidentially and sensitively.

Where allegations involve criminal behaviour, the Council may refer the matter to the police.

Where a complaint concerns the Chair, the matter will be referred to the Vice-Chair. Where the complaint concerns both the Chair and Vice-Chair, or where either has a conflict of interest, the complaint will be referred directly to the Monitoring Officer at Nottinghamshire County Council for independent oversight. The Council will not allow any individual who is the subject of a complaint to influence, delay or participate in the handling of that complaint.

Reporting Route Flowchart:

Complainant



Is the allegation against the Clerk/Employee?

→ Yes → Report to Chair → Investigation → Outcome

→ No → Continue

Is the allegation against the Chair?

→ Yes → Report to Vice-Chair → Investigation → Outcome

→ No → Continue

Is the allegation against BOTH Chair and Vice-Chair?

→ Yes → Refer to Monitoring Officer (Nottinghamshire County Council) → Independent Oversight → Outcome

→ No → Continue

General Case: Report to Chair or Vice-Chair → Investigation → Outcome

8. Third-Party Harassment

All incidents must be reported immediately. The Council may issue warnings, restrict access, terminate contracts or involve the police depending on severity.

9. Related Policies

This policy must be read alongside the Council's Grievance Procedure and Code of Conduct.

10. Monitoring and Review

The policy will be reviewed every year or sooner if required

Signed (Chair)

Name Cllr J Crosby

Date