

Struggles 2 Smiles Bullying & Harassment Policy

At Struggles 2 Smiles, we are committed to providing a safe and inclusive environment for all our employees, volunteers, and stakeholders. We believe in fostering a culture of respect, dignity, and collaboration. Bullying and harassment in any form are strictly prohibited and will not be tolerated.

Definition of Bullying and Harassment:

1. **Bullying:** Bullying refers to any repeated, unwanted behaviour that is intended to intimidate, degrade, or humiliate an individual or group. This can include physical, verbal, or psychological acts that harm or create an intimidating or hostile environment.
2. **Harassment:** Harassment refers to any unwelcome conduct based on an individual's protected characteristic, such as race, colour, religion, sex, national origin, age, disability, or any other factor protected by law. Harassment can include offensive remarks, slurs, gestures, or any other conduct that creates an intimidating, hostile, or offensive environment.

Policy Guidelines:

1. **Prevention:** Struggles 2 Smiles is committed to preventing bullying and harassment by promoting awareness, providing education, and fostering a respectful work culture. All employees and volunteers are expected to treat each other with respect and dignity.
2. **Reporting:** Any individual who believes they have been subjected to or witnessed bullying or harassment should report the incident immediately. Reports can be made to a supervisor, manager, human resources, or any designated individual responsible for handling such matters. Confidentiality will be maintained throughout the investigation process to the extent possible.
3. **Investigation and Resolution:** All reports of bullying and harassment will be promptly and thoroughly investigated. The organisation will take appropriate disciplinary action against individuals found to have engaged in bullying or harassment. Disciplinary action may include verbal or written warnings, suspension, termination, or any other appropriate measures.
4. **Non-Retaliation:** Struggles 2 Smiles prohibits retaliation against any individual who reports bullying or harassment or participates in an investigation. Retaliation in any form is a violation of this policy and will result in disciplinary action.
5. **Support and Resources:** Struggles 2 Smiles will provide support to individuals who have experienced bullying or harassment. This may include access to counselling services, referral to external support organisation, or any other appropriate assistance.
6. **Training and Awareness:** Struggles 2 Smiles will provide regular training and awareness programs to all employees and volunteers to promote understanding, prevention, and compliance with this policy.

7. Policy Review: This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

By adhering to this Bullying & Harassment Policy, Struggles 2 Smiles aims to create a positive and inclusive work environment where everyone can thrive and contribute to our mission of making a difference in the lives of others.

Please note that this policy is a general guideline and may need to be customised to fit the specific needs of your organisation.