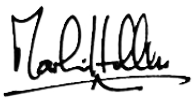
Wilts & Berks Canal Trust

Patron: Her Majesty the Queen

Restoring 70 miles of canal and towpath for the benefit of local communities, wildlife and leisure

Document Details	
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Document Title	WBCT Policy: Bullying and Harassment
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Document Review and Approval			
	Name and Position	**Signature**	**Date**
Prepared By	Johnnie Graham, Trustee		26 Oct 2025
Checked By	Policy Working Group		26 Oct 2025
Approved By	Martin Holliss, Chair of Trustees		26 Oct 2025

Revision History			
Rev.	**Amendment**	**prepared by**	**Date**
1.0	initial version for implementation	Johnnie Graham	26 Oct 2025

	Wilts & Berks Canal Trust	POL PPL.01 rev 1.0
	WBCT Policy: **Bullying and Harassment**	26 Oct 2025

Background

The Wilts & Berks Canal Trust (WBCT) is committed to providing a safe, inclusive, and respectful environment for all individuals involved in its activities. As a volunteer-driven charity, fostering positive and collaborative relationships is essential to achieving our shared goals. Bullying and harassment undermine these values and can cause lasting harm to individuals and the organisation as a whole.

Policy

WBCT has zero tolerance for bullying or harassment of any kind.

All volunteers, staff, contractors or members of the public engaging with WBCT have the right to work and participate free from intimidation, abuse or discrimination.

Bullying is defined as repeated and unreasonable behaviour directed toward a person or group that creates a risk to a person's wellbeing and/or their health & safety. It includes behaviour that intimidates, is offensive, degrades or humiliates.

Harassment includes any unwanted behaviour that demeans, threatens or is offensive to another person. This can be verbal, non-verbal, written or physical or transmitted via social media and may relate to: age; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; disability; race, including colour, nationality, ethnic or national origin; religion or belief; sex; and sexual orientation.

Examples include:

- Personal insults or name-calling
- Spreading malicious rumours
- Unwanted physical contact
- Exclusion from relevant meetings or communications
- Sexual harassment, including inappropriate remarks or gestures

Reporting and Complaints Process

Any person who experiences or witnesses bullying or harassment should report the incident to a WBCT Trustee, Director or Branch Chair, who will record the details. Complaints will be handled and investigated sensitively by a trustee or director appointed by the Board of Trustees. Confidentiality will be maintained to the greatest extent possible.

No person will suffer retaliation for raising a genuine concern in good faith.

Consequences

Anyone found to have engaged in bullying or harassment may face being asked to leave the organisation or project, depending on the severity of the behaviour.

This policy will be reviewed every three years.

Legal and Regulatory Framework

The Charity will follow all relevant legislation, including but not limited to:

- Equality Act 2010
- Protection from Harassment Act 1997
- Health and Safety at Work Act 1974
- Charity Commission guidance on volunteer conduct and safeguarding

Roles and Responsibilities

The COO will be responsible for the communication, dissemination and implementation of this policy through the SLT and Branch Chairs.

All Volunteers and Staff must:

- Treat others with dignity and respect.
- Speak up against inappropriate conduct.
- Cooperate fully in any investigations.

Trustees, Directors, Senior Leadership Team, Project Leaders, and Branch Chairs must:

- Promote a culture of respect.
- Ensure that complaints are taken seriously.
- Take prompt action where issues arise.