

# Anti-Bullying and Anti-Discrimination Policy



## Bouncing Statistics

Overcoming the misunderstood conception

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Local Authority model policy or company written policy:	Company written policy
Last reviewed:	13/08/2025
Review date:	13/08/2026
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### **Introduction**

Bouncing Statistics is fully committed to promoting an inclusive, safe, respectful and equitable environment where all employees, delivery staff, participants, volunteers, and stakeholders are treated with dignity. This joint Anti-Bullying and Anti-Discrimination Policy sets out the company's expectations and responsibilities in preventing, identifying, and addressing all forms of bullying, harassment, and discrimination in the workplace and during programme delivery.

This policy complies with the Equality Act 2010, the Public Sector Equality Duty (PSED), Keeping Children Safe In Education (KCSIE) 2024, Working Together to Safeguard Children (2023), the Children Act 1989 & 2004, the Human Rights Act 1998, and the Employment Rights Act 1996.

## **Purpose**

The Purpose of this policy is to promote a workplace culture of dignity, respect, and inclusion. It aims to prevent all forms of bullying and discriminatory behaviours, protect individuals from harassment or victimisation, provide a clear framework for reporting and managing complaints, and ensure compliance with all relevant legal obligations.

## **Scope**

This policy applies to all staff, volunteers, participants, job applicants, and stakeholders involved in any activity or provision managed by Bouncing Statistics. It includes all types of employment (permanent, temporary, agency or freelance), programme delivery, and covers conduct within the workplace, off-site events, and digital communications.

## **Definitions**

Discrimination is the unfair or unequal treatment of individuals or groups based on protected characteristics under the Equality Act 2010, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Harassment is unwanted conduct related to any of these characteristics that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Bullying is offensive, intimidating, malicious, insulting behaviour, or the abuse or misuse of power, intended to undermine, humiliate or injure the recipient. It can be physical, verbal, Psychological, or occur online (cyberbullying).

## **Responsibilities**

All staff and participants are expected to treat others with respect and dignity, and to challenge and report any behaviour that violates this policy. Line Managers and Programme Leads must model appropriate behaviour, monitor team dynamics, and respond swiftly to any concerns. The HR Department is responsible for overseeing policy implementation, investigating formal complaints, maintaining records, and providing staff training.

## **Preventative Actions**

To prevent bullying and discrimination, Bouncing Statistics provides regular training on equality, diversity, safeguarding and PREVENT. Inclusive language is used in communications and recruitment, and anti-bullying and anti-discrimination messages are embedded into all programmes. The organisation also monitors hiring practices, promotes e-safety, and encourages awareness of unconscious bias.

## **Delivery Programme Measures**

Delivery staff are expected to create safe, inclusive environments where participants feel supported. They must be alert to the signs of bullying or discrimination and report concerns promptly. Participants who are affected will receive immediate support, reassurance, and access to restorative actions such as peer mentoring or professional intervention.

## **Procedure for Addressing Bullying or Discrimination**

In the Informal stage, individuals may choose to speak directly to the person whose behaviour is offensive, to explain the impact and request that it stops. If the issue persists or is too serious for informal resolution, a formal complaint should be made to HR or the Designated Safeguarding Lead. A confidential investigation will be completed within 10-14 working days. All involved will be interviewed, and support will be provided throughout. If the complaint is upheld, appropriate disciplinary action will be taken in accordance with company procedures. False or malicious complaints may result in disciplinary action.

## **Appeals**

If an individual is not satisfied with the outcome of their complaint, they have the right to appeal. The appeal must be submitted in writing within 14 days. It will be reviewed by a senior manager who was not previously involved in the case.

## **Support for Affected Individuals**

Support measures include access to counselling, mediation, and follow-up checks to ensure no further issues occur. Staff and participants will be assured and protected from retaliation.

## **Monitoring and Review**

This policy will be reviewed annually or earlier if required. The HR department will track incidents, feedback, and training outcomes to evaluate policy effectiveness and ensure ongoing compliance.

This policy should be read in conjunction with the Code of Conduct, Safeguarding Policy, Disciplinary Policy, and Whistleblowing Procedure. For any queries or training, staff should contact the HR department.