



BRITISH BASEBALL FEDERATION ANTI-BULLYING & HARASSMENT POLICY

British Baseball Federation Anti-Bullying & Harassment Policy

Sport can and does have a powerful and positive influence on its participants, especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the hands of those who place the welfare of all participants first and adopt practices that support, protect and empower them.

The British Baseball Federation (BBF) is committed to working together and in partnership with all relevant agencies to ensure that we fulfil our legal and moral obligations to safeguard and promote the welfare of all participants, and specifically young people.

This Anti-Bullying & Harassment Policy is mandatory for all BBF officials, players, staff and members, and for members of all affiliated organisations when engaged in baseball activities. You are expected to adopt, implement and actively promote all aspects of this Anti-Bullying & Harassment Policy.

1 Introduction

1.1 Any complaint of harassment or bullying will be handled sensitively, in a timely and confidential manner.

1.2 The Federation recognises the right of volunteers and members to determine for themselves whether the words or behaviour of others is acceptable to them and to bring a complaint or grievance in respect of harassment or bullying. Following the investigation of a complaint, the decision as to whether the complaint is warranted and, if so, what disciplinary sanction should apply, is outlined in the British Baseball Federation's Disciplinary Procedures.

1.3 Any records made of any action taken under this procedure will be treated as confidential unless there is a legal obligation.

1.4 A manager in the case of this policy may include (but is not limited to) a volunteer supervisor, program lead, coach, committee chair or board member.



2 Informal Resolution

2.1 A volunteer or member who considers himself or herself to be the victim of harassment or bullying, may, in some cases, be able satisfactorily to resolve the matter by explaining clearly to the perpetrator that their behaviour is unacceptable, contrary to the Federation's policy and must stop. Volunteers or members may wish to ask a colleague to put this on their behalf or to be with them when confronting the perpetrator.

2.2 Volunteers and members are encouraged to seek the assistance of their manager" in the handling of harassment and bullying complaints when they want advice regarding appropriate steps to stop the harassment. Any such discussion will be strictly confidential.

2.3 If it is considered by the volunteer or member to be appropriate, the manager" may seek to resolve the matter informally by indicating to the alleged perpetrator, without pre-judging the matter, that there has been a complaint that their behaviour is having an adverse effect on a fellow employee, that any such behaviour is contrary to Federation's policy, that the continuation of such behaviour would, if substantiated, amount to a serious disciplinary offence and that their discussion is informal and confidential. If a complaint is resolved informally, the alleged perpetrator will not be subject to the Federation's disciplinary and grievance procedure. However, in exceptional circumstances and following consultation with the volunteer or member, the Federation may decide that it is necessary to investigate further and take more formal action.

3 Formal Resolution

3.1 In the event that informal resolution of the matter is unsuccessful, or considered inappropriate by the volunteer or member in the circumstances, the volunteer or member may make a formal complaint or grievance of bullying and/or harassment under the British Baseball Federation's complaint and grievance procedure. A formal complaint or grievance may lead ultimately to the imposition of disciplinary sanctions on the perpetrator as outlined in the British Baseball Federation's disciplinary procedure.

3.2 The complaint or grievance should be put in writing to the secretary of the British Baseball Federation by the volunteer or member and should state the following details: the name of the alleged harasser or bully, the nature of the harassment or bullying, the dates and times the harassment or bullying occurred, the names of any witnesses, any supporting and appropriate evidence and any action taken by the complainant to resolve the matter informally.

3.3 Where the complainant and the alleged harasser or bully work in proximity to each other, it may be necessary to ensure they do not continue to do so, whilst the complaint is being investigated, and during any consequent disciplinary proceedings. This may necessitate that one or both parties be placed on interim suspension in line with the complaint and grievance procedure.

4 What is Harassment?

4.1 Harassment means words or behaviour which:

- 4.1.1** are based on the sex, race, colour, ethnic origin, trans-sexuality, disability, or other personal characteristic of another person;
- 4.1.2** are unacceptable and unwanted, and
- 4.1.3** create an intimidating, humiliating, or offensive working environment for the person who is the target of the words or behaviour.

4.2 Harassment can take many forms. Examples of harassment prohibited by this policy include:

- 4.2.1** verbal abuse or offensive jokes or pranks;
- 4.2.2** speculation about an individual's private life;
- 4.2.3** lewd comments about appearance;
- 4.2.4** requests for sexual favours or repeated requests for dates;
- 4.2.5** threat of dismissal, loss of promotion etc. for refusal of favours;



- 4.2.6** unnecessary body contact;
- 4.2.7** threatened or actual assault or violence;
- 4.2.8** deliberate exclusion from conversations or work activities;
- 4.2.9** display of offensive material e.g., pin-ups, graffiti;
- 4.2.10** using e-mail or the internet for the purpose of bullying or making abusive or offensive remarks, or to send pornography or inflammatory literature.

This is not an exhaustive list. Some forms of harassment plainly constitute gross misconduct for the purposes of the Federation's disciplinary and grievance procedure and will normally merit dismissal. Examples of this category would be:

- 4.2.11** threatened or actual sexual or racial assaults; and
- 4.2.12** suggestions or threats by managers or supervisors that sexual favours or racial origins could affect someone's volunteer security or prospects.

Other forms of harassment may constitute gross misconduct, depending on the circumstances of the case.

5 What is Bullying?

5.1 Bullying is persistent behaviour directed against an individual or group of individuals, which creates a threatening or intimidating work environment that undermines the confidence and self-esteem of the recipient/s.

5.2 Bullying can take many forms. Examples prohibited by this policy include:

- 5.1.1** verbal abuse, such as shouting or swearing at colleagues;
- 5.1.2** threatening or insulting colleagues;
- 5.1.3** abusing power or using unfair penal sanctions;
- 5.1.4** practical jokes;
- 5.2.5** physical abuse such as hitting, pushing or jostling;
- 5.2.6** rifling through, hiding or damaging personal property;
- 5.2.7** ostracising or excluding colleagues from work events or social activities.

This is not an exhaustive list.

5.3 Bullying does not include appropriately conducted criticism of a volunteer or member's behaviour or job performance by a manager.

5.4 It is possible for a volunteer or member to be bullied or harassed by a colleague or subordinate as well as by a manager or supervisor.

5.5 It is important to recognize that what one volunteer or member may find acceptable, another may find totally unacceptable, and that the essence of harassment and bullying is that the words or behaviour are unwelcome to the particular person who is the target of the words or behaviour. All employees must treat their colleagues with respect, courtesy and appropriate sensitivity.

