

status, age, sexual orientation, membership of the Travelling community or disability is not acceptable.

## **Scope of the Policy**

This policy applies both to the workplace and associated events such as training, meetings, conferences and social events whether on or off site. It applies to employees (temporary and permanent), members of the VBOD, volunteers, external contractors, Centre users and visitors.

## **2. Definitions**

### **2.1 Harassment**

Harassment is any action or conduct which is unwelcome and could reasonably be regarded as offensive, humiliating or intimidating relating to the following grounds – marital or civil status, family status, sexual orientation, religion, gender, age, disability, race or membership of the Traveller Community. Harassment may consist of a single incident or repeated inappropriate behaviour and can be:

- **Non-verbal** – This may include looks, gestures, isolation, exclusion;
- **Verbal** – This may include jokes, comments, shouting, E-mails, notices, letters, text messages, unfair and excessive criticism;
- **Physical** – This may include abusive behaviour, the production, display or circulation of written words, pictures or other material.

*The above examples are not exhaustive and only serve as a guideline to employees. Each case will be taken in isolation and dealt with in an appropriate manner.*

### **2.2 Third party harassment**

If an employee suffers harassment from a volunteer or someone using the FRC or an external contractor, the Centre will take appropriate action to ensure that the harassment does not continue. Mohill Family Support Centre CLG is obliged to inform the alleged harasser that this conduct is not acceptable.

### 2.3 Sexual harassment

Sexual harassment is defined as conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may take the form of unwanted verbal, non-verbal or physical advances of a sexual nature. This may include acts of physical intimacy, any requests for sexual favors, or any other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material. Sexual harassment can take the following forms:

#### **Non-Verbal – which may include:**

- The displaying of pornographic or sexually suggestive pictures, objects, written materials, E-mails, text messages and faxes;
- Leering or making sexually suggestive gestures.

#### **Verbal – which may include:**

- Sexual advances, propositions or pressure for sexual activity;
- Continued suggestions for social activity outside the workplace, after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations;
- Suggestive remarks, innuendos or lewd comments.

#### **Physical – which may include:**

- Unwanted physical contact such as touching, patting, pinching or brushing against another employee's body;
- Assault and coercive sexual intercourse.

*The above examples are not exhaustive and only serve as a guideline.*

### 2.4 Bullying

Workplace bullying is defined as: 'repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work'. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once-off, it is not considered to be bullying. Examples of the types of behaviour considered to be bullying: