Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF)
Bullying and Harassment Policy

October 2026

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1. Introduction

Llandaff DBF does not tolerate any form of bullying, harassment, or victimisation. We expect the highest standards of behaviour from ourselves and each other, and that everyone will be treated with dignity and respect, regardless of role or seniority within the organisation.

We aim to ensure that a clear and appropriate process is in place for the reporting and investigation of bullying and harassment if it does occur.

Any breach of this policy will be dealt with under our disciplinary procedure and may be treated as gross misconduct leading to summary dismissal.

2. Rights and responsibilities

2.1. Everyone is responsible for creating a positive workplace that is inclusive and supportive of the whole team.

2.2. Everyone has the right to feel safe, welcome and comfortable in their day-to-day work.

2.3. Everyone should feel empowered to raise challenges and make complaints if they experience any inappropriate behaviour, and be supported and protected when doing so.

3. Definitions

3.1. Bullying

Bullying is behaviour which threatens, intimidates and disempowers an individual. It results in low morale, demotivation, poor work rate and lack of concentration. It belittles the individual, reduces confidence and effectiveness.

Bullying, harassment, abuse and intimidation can be defined as unwanted conduct or behaviour from one to another which the recipient finds offensive.

Different situations can produce varying experiences of bullying, harassment, abuse or intimidation. Different attitudes and cultures can mean that what is perceived as bullying, harassment, abuse or intimidation by one person may not be seen as such by another. The common link is that the conduct or behaviour is unwanted by the recipient.

3.2. Harassment

Harassment is unwanted behaviour related to 'protected characteristics' that has either violated the person's dignity or has created a hostile environment for the person (whether intentionally or not). The protected characteristics are sex, gender reassignment (i.e. transgender status), race, disability, sexual orientation, religion/belief, pregnancy/maternity, and age.

3.3. Victimisation

Victimisation is treating a person badly because they have, in good faith, complained (formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint.

3.4. Types of bullying and harassment

Bullying and harassment may be physical, verbal or non-verbal. It may be conducted in person, remotely (e.g. on a telephone call or video call) or by letter, email, text

messaging or via social media.

Sometimes bullying and harassment is behaviour which is obviously wrong, such as arguments, shouting, rudeness, or aggression. But on other occasions it can be more subtle, such as ignoring or excluding people, overloading someone with work, spreading malicious rumours about someone, picking on someone or undermining them, or denying someone opportunities.

4.Actions in the event of bullying or harassment

We understand that it can be difficult to raise an incident of bullying or harassment, and want everyone to feel supported throughout the process. There are four key steps to take:

4.1. Keep a record

Individuals should write down what has happened, with details of when, how and involving who, and how it made them feel. They should keep copies of any relevant emails, messages, images, screenshots or documents. If the bullying or harassment was verbal, they should write down exactly what was said, to the best of their memory.

4.2. Consult an appropriate person

If an individual believes that they may have been bullied, harassed or victimised, they should speak to an appropriate person as outlined below. Individuals can share their experiences and concerns, and expect support to help address the issue and identify next steps.

In the first instance, concerns should be reported to the line manager or team leader. If this is not possible, or if the concern involves the line manager or team leader, it should be reported to the Chief Operating Officer. If the concern involves the Chief Operating Officer, it should be reported to the Diocesan Secretary. If the concern involves the Diocesan Secretary, it should be reported to the Chair of the DBF.

If none of these routes are possible, individuals should contact the RB's HR team.

Everyone can be confident that in such circumstances and where their concern is genuine and in good faith, it is fully appropriate to approach a senior figure even if they do not know them, and that their concern will be heard.

4.3. Consider informal resolution

Informal resolution may be possible, and is the first possibility to discuss with the appropriate person when consulting them. The person who is the subject of the concern may be unaware that their behaviour is unwelcome or upsetting, and an informal discussion may help them to understand the effects of their behaviour and agree to change it.

The person who has been consulted can help to mediate an informal approach.

4.4. Make a formal complaint

f an informal approach does not resolve things, or an individual thinks the situation is too serious to be dealt with informally, a formal complaint can be made by using the grievance procedure.

5. Malicious Complaints

Complaints will always be taken seriously. In any cases where it is established that an individual has made a malicious complaint or has made a complaint with the intention of damaging someone's reputation then following investigation this could result in a disciplinary process, and may be deemed to be gross misconduct.

END OF POLICY

VERSION HISTORY

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