

# Dungannon Golf Club

## Bullying and Harassment Policy

### 1. Purpose

Dungannon Golf Club is committed to providing a safe, inclusive, respectful and welcoming environment for all members, employees, volunteers, visitors and contractors. This policy sets out the Club's approach to preventing and addressing bullying and harassment in any form.

### 2. Scope

This policy applies to all members, officers, employees, volunteers, contractors and visitors of Dungannon Golf Club. It applies to conduct on Club premises, at Club events, competitions, meetings, social functions, and in any communication related to Club activities, including online platforms and social media.

### 3. Definitions

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another person, which could reasonably be regarded as undermining the individual's dignity at the Club.

Harassment is any form of unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity.

### 4. Principles

- All individuals have the right to be treated with dignity and respect.
- Bullying and harassment will not be tolerated.
- All complaints will be treated seriously, promptly and confidentially.
- No person will be victimised for raising concern in good faith.

## 5. Responsibilities

Council is responsible for ensuring this policy is implemented and reviewed. The Secretary/Manager is responsible for receiving complaints and managing procedures. All members and staff are responsible for upholding respectful standards of behaviour.

## 6. Reporting Procedure

Any person who believes they are experiencing bullying or harassment should, where appropriate, inform the individual concerned that the behaviour is unwelcome. If this is not appropriate or the behaviour continues, the matter should be reported to the Club Secretary/Manager or a member of the Council.

Complaints should be submitted in writing where possible. The Club will assess the complaint and determine whether informal resolution or formal investigation is appropriate.

## 7. Investigation

The Council will appoint appropriate persons to investigate complaints. All parties will be given the opportunity to present their account. Findings will be communicated in writing and, where necessary, disciplinary action may follow in line with the Club's Disciplinary Policy.

## 8. Confidentiality

All matters will be handled with appropriate confidentiality. Information will only be shared with those who need to know in order to properly investigate and resolve the complaint.

## 9. Malicious Complaints

If a complaint is found to be malicious or knowingly false, this may result in disciplinary action.

## 10. Monitoring and Review

This policy will be reviewed annually by the Council or earlier if required due to legislative or governance changes.