

ANTI-HARASSMENT POLICY FOR VISITORS

Version	1	I.e., 1, 2, 3
Approved by	LT	I.e., LT, Board of Trustees
Date Approved	2024.07.16	
Owner	HR	Responsible person (job title) i.e., Director of Resources, Vice Principal of Operations
Committee Responsible	LT	I.e., LT, Board of Trustees
Date Issued		
Target Audience	All	I.e., staff, volunteers, residents, readers, trustees
Disclosure Status	Can be disclosed to public	Can be disclosed to public / Trustee and LT / staff and volunteers / readers and residents

Version	Date	Author	Changes made
1	July 2024	Rachel Fenton, HR Manager	Document created.

1. Introduction

Tyndale House is committed to creating a welcoming and safe environment for all who are involved with our community. We seek to maintain the highest standards of behaviour towards each other. We therefore ask all members of our community, and other visitors to our site, to join with us in ensuring that harassment does not occur at Tyndale House.

As an institution we are committed to tackling incidents of inappropriate behaviour swiftly, handling such behaviour in a serious, sensitive and confidential manner so that the matter can be resolved as quickly as possible for all concerned. We do not tolerate any form of harassment under any circumstances, whether on or off our premises.

The following procedure has been designed to inform visitors about the type of behaviour that is unacceptable and to provide those who are the victims of harassment with a means of redress. It seeks to protect:

- employees;
- volunteers;
- readers, residents or their family members;
- contractors, consultants and sub-contractors;
- any other visitor to Tyndale House.

This policy covers harassment by any of the above parties.

2. Identifying harassment

Harassment is unwanted behaviour which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment may or may not involve conduct of a sexual nature (sexual harassment). Either way, it is unacceptable.

Harassment may also take a wide range of forms. The following list (which is not exhaustive) gives some examples:

Physical:

- Any unwanted touching;
- Threat of, or actual assault/ violence;
- Potentially offensive gestures;
- Sexual advances and requests for sexual activity;
- Stalking.

Verbal:

- Potentially offensive jokes or remarks;
- Abusive, threatening or insulting words or behaviour;
- Ridicule;
- Lewd comments about appearance;
- Threat of damage;
- Swearing.

Non-Verbal:

- Discriminatory or offensive e-mails, text messages, etc.;
- Coercion – pressure for sexual favours (in return for securing a particular advantage);
- Intrusion – following, pestering, spying, etc.

3. Preventing Harassment

Tyndale House seeks to uphold a culture in which staff members, visitors and residents are sensitive to the well-being of others and recognise that what is inoffensive to one person might cause offence to another. We encourage a culture of open-communication and respect to help mitigate potential incidents. Everyone has a responsibility to discourage harassment and bullying and prevent it from taking place by:

- Being aware of the problems which harassment and bullying can cause, and ensuring that personal behaviour does not cause others to feel harassed and bullied;
- Making others aware that certain conduct or behaviour is causing concern or offence to themselves or others.

4. Dealing with Harassment

Tyndale House will deal with all complaints of harassment and bullying promptly, sensitively and in confidence. Most people who complain that they are being harassed and bullied simply want the behaviour to stop. Where appropriate, they can be encouraged to take charge of the situation themselves by informing the harasser that his/her behaviour is unacceptable and that it must stop.

If an individual feels unable to deal with a particular situation without support, she/he should ask Simon Sykes, the Operations Vice Principal (vpo@tyndalehouse.com), or another trusted staff member, resident or reader, to explain to the person causing offence that their behaviour is unwelcome and must stop.

If this initial approach fails to resolve the problem, the individual should contact Simon Sykes (or another member of the Tyndale House Leadership Team), who will speak with all relevant parties and consider (in consultation with other senior Tyndale House staff members if necessary) what action, if any, would be appropriate to deal with the problem. Such action might vary depending on whether the perpetrator is a staff member, resident or visitor. For example, in the case of a staff member, we might instigate our formal Disciplinary Procedure, resulting in an appropriate sanction such as a formal written warning or even dismissal from post; in the case of a resident or visitor, the individual might be asked to leave following the cancellation of their accommodation/library booking. As Tyndale House operates a “no secrets policy”, all allegations will be reported to the Principal and if an allegation, when investigated, seems credible, the Chair of the Board will be informed.

Those who are recognised victims of harassment will be offered appropriate support.