

Anti-Bullying Policy

Year of Arts CLG (YofA)

1. Introduction and Purpose

Year of Arts CLG (YofA) is committed to fostering a safe, inclusive, and respectful environment where bullying in any form is not tolerated. This policy aims to prevent, identify, and address bullying behaviour to ensure that all individuals involved in YofA—employees, facilitators, volunteers, and participants—can work and create in a supportive space.

2. Policy Statement

2.1. Aims of the Policy

- Establish a culture where bullying is not tolerated and individuals treat one another with respect.
- Provide clear definitions of bullying and procedures for reporting and addressing incidents.
- Support individuals affected by bullying while ensuring fairness in handling complaints.

2.2. Principles Underlying the Policy

- Every individual has the right to participate in a safe, respectful environment.
- Bullying is unacceptable and will not be tolerated.
- Complaints will be addressed seriously, fairly, and confidentially.
- Mediation and informal resolution are encouraged where appropriate.
- False or malicious complaints will be treated as misconduct and may result in disciplinary action.

2.3. Legislative Commitments

This policy complies with relevant Irish legal frameworks, including:

- **Employment Equality Acts 1998-2015** (prohibiting harassment and discrimination based on gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community).
- **Safety, Health and Welfare at Work Act 2005** (obligating employers to ensure the well-being of employees).
- **Codes of Practice** from the Health and Safety Authority (HSA) and the Workplace Relations Commission (WRC).

3. Definitions

3.1. Bullying

Bullying is repeated inappropriate behaviour (verbal, physical, psychological, or otherwise) that undermines an individual's dignity.

Examples include:

- Verbal abuse, threats, or humiliation.
- Spreading malicious rumours.
- Exclusion from activities or withholding necessary information.
- Cyberbullying through messages, emails, or social media.

3.2. Harassment and Discrimination

Harassment is any unwanted conduct related to a protected characteristic that violates an individual's dignity or creates a hostile environment.

Examples include:

- Offensive jokes, comments, or gestures.
- Exclusion from group activities.
- Displaying offensive material.

3.3. Cyberbullying

Cyberbullying refers to online harassment through digital means, including:

- Sending abusive messages or threats.
- Spreading false information or personal data online.
- Excluding individuals from digital platforms or groups.

3.4. Workplace Conflict vs. Bullying

Reasonable workplace disagreements or performance management do not constitute bullying.

4. Reporting and Resolution Procedures

4.1. Informal Resolution

Where appropriate, individuals should attempt to resolve concerns informally by:

- Speaking directly to the person involved.
- Seeking assistance from a line manager or designated support person.

- Engaging in mediation if both parties agree.

4.2. Formal Complaints

If informal resolution is not possible, a formal complaint may be submitted to the **HR Manager** or designated person.

The process includes:

1. **Written Complaint:** A formal report detailing the issue, dates, times, and any witnesses.
2. **Investigation:** An impartial investigator gathers evidence.
3. **Decision & Outcome:** Findings are reviewed, and appropriate actions (e.g., mediation, disciplinary measures) are taken.
4. **Appeals Process:** If dissatisfied, the complainant may request a review.

5. Roles and Responsibilities

5.1. All Individuals Associated with YofA

- Treat others with respect.
- Refrain from engaging in bullying behaviour.
- Report any observed bullying incidents.

5.2. Managers and Supervisors

- Promote a respectful environment.
- Address bullying concerns promptly and fairly.
- Ensure awareness of this policy.

5.3. Human Resources (HR) or Designated Contact Person

- Manage complaints and investigations.
- Provide support to those involved.
- Ensure confidentiality and fairness in handling cases.

6. Confidentiality and Protection

- All complaints will be handled with strict confidentiality.
- No one will be penalised for making a genuine complaint.
- Retaliation against complainants or witnesses will not be tolerated.

7. Review and Monitoring

This policy will be reviewed regularly to ensure compliance with legal requirements and best practices. Any updates will be communicated to all individuals associated with YofA.

8. Acknowledgment and Agreement

All individuals involved with YofA must acknowledge that they have read and understood this policy and agree to abide by its terms.

Approved by: San Casciani

Date: 19/02/2025

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