



Bullying & Harassment

All employees, supporters, clients, customers or members of the public are entitled to an environment which respects their personal dignity and which is free from bullying and harassment. Both bullying and harassment will be regarded as Gross Misconduct and incidents will be dealt with under the Company's Disciplinary Procedure.

Harassment or bullying means any behaviour, any verbal or physical abuse, any derogatory comments, displays or emblems, or discriminating remarks made by one or more persons in the workplace, which are any of the following:

- Threatening
- Offensive
- Unwanted, unreciprocated
- Cause humiliation, offence, fear or distress
- Interferes with job performance or creates an unpleasant working environment
- Intimidates or is abusive to any employee.

The severity of all cases is assessed whether this happens in person or on social media. Harassment can take many forms. It can range from extreme forms such as violence and bullying to less obvious actions like ignoring someone at work. The following, though not an exhaustive list, may constitute harassment:

- Physical contact ranging from touching to serious assault
- Verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs and letters
- Visual displays of posters, graffiti, obscene gestures, flags, bunting and emblems
- Coercion such as pressure for sexual favours

The Company offers an "open door" policy to anyone who feels that they have been subject to bullying or harassment of whatever nature.

An employee who considers that they have been subjected to harassment or bullying behaviour may seek confidential assistance from their Line Manager or Supervisor in the first instance. An informal approach to the employee's Line Manager/Supervisor will be treated as completely confidential and will not result in any report to anyone within the Company without that employee's consent.

Where the subject of the complaint is your Line Manager/Supervisor then assistance should be sought from the next level of management or the Board of Directors.



Where informal resolution is not appropriate, not requested or where the outcome has not been satisfactory, it may be appropriate to bring a formal complaint in terms of the Company's Grievance Procedures.

All employees are expected to familiarise themselves with this policy and to observe its terms. It is every employee's right to equality of opportunity and not to be discriminated against unjustifiably. Likewise, it is every employee's duty to ensure implementation of this Policy. Employees who may be aware of breaches of this Policy by others within the Company should report the matter to their Line Manager/Supervisor or the Board of Directors in strict confidence.

An employee who falsely accuses another colleague of harassment will be subject to disciplinary action, up to and including dismissal.

This Policy will be kept under review in order to ensure that it is current, effective and in accordance with latest developments in the law and best practice. The Company welcomes suggestions to improve this Policy and the Company's practices and procedures.

The Company has a strict zero-tolerance approach to bullying, harassment and discrimination. Again, it is reiterated that any unfair treatment towards those covered by a protected characteristic, including those within the LGBT community, and the bullying or harassment of any other employee, will be taken seriously and result in disciplinary or legal action.



Document Owner and Approval

A current version of this document is available to all staff members and published on the Club's Shared Drive.

This policy was reviewed and approved by the Chair and is issued on a version controlled basis under her signature.

Signature:  Date: 10 June 2022

Name: CATHY JAMIESON, DIRECTOR, KILMARNOCK FC