



Dignity and Respect Policy

1. The UK Association of Human Milk Banks (UKAMB) adopts a zero tolerance approach to bullying, discrimination, harassment and victimisation.

Bullying and harassment of any kind are in no-one's interest and should not be tolerated. This policy applies to members of UKAMB or those engaging with UKAMB trustees and members.

2. Bullying may be characterised as:

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment as defined in the Equality Act 2010 is:

Unwanted conduct related to a relevant protected characteristic, 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.

3. Bullying and harassment is not necessarily face to face and can occur through written communications, visual images, email, phone and social media.
4. Unacceptable behaviour would include:
 - spreading malicious rumours, or insulting someone by word or behaviour
 - copying memos, emails that are critical about someone to others who do not need to know
 - ridiculing or demeaning someone – picking on them or setting them up to fail
 - exclusion or victimisation
 - unfair treatment
 - overbearing supervision or other misuse of power or position
 - unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
 - deliberately undermining by overloading and constant criticism
 - preventing individuals progressing by intentionally blocking progression or training opportunities
5. UKAMB will treat all complaints seriously and as confidential. Trustees will investigate and review any complaints within 2 months. Where the allegation is about a Trustee or Trustees, an impartial and independent person(s) agreed by all parties will be asked to investigate.
6. UKAMB will agree action and try to seek resolution which may include:
 - Rectifying matters informally
 - Mediation using an independent party
 - Disciplinary procedures which may involve written warning, suspension or expulsion from UKAMB