

Bullying and Harassment Policy (including Sexual Harassment)

1. Policy Statement

NAMSS is committed to providing a respectful, inclusive and professional environment for all members, partners, trustees and stakeholders. This policy sets out our stance on bullying and harassment and outlines how concerns can be raised and addressed.

2. Scope

This policy applies to all individuals involved in NAMSS activities, including members and event participants. It covers both in-person and online interactions related to NAMSS work and events.

3. Definitions

- **Bullying:** Offensive, intimidating, malicious or insulting behaviour intended to undermine, humiliate or injure.
- **Harassment:** Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile or offensive environment.

4. Sexual Harassment

NAMSS takes all allegations of sexual harassment extremely seriously and is committed to creating a safe environment free from all forms of sexual misconduct.

In line with legislation, sexual harassment is defined as: unwanted conduct of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This includes physical contact, sexual comments or jokes, displaying sexually explicit material or unwelcome sexual advances.

NAMSS will investigate all complaints of sexual harassment promptly, fairly and sensitively; ensuring the well-being of all parties involved.

5. Reporting Concerns

If you experience or witness bullying or harassment of any kind, report the issue as soon as possible. You can contact NAMSS confidentially via email or the 'Contact Us' page on the NAMSS website. Reports should include the following:

- Your full name and contact details
- Details of the incident(s)
- Names of those involved
- Any relevant evidence

Email: reporting@namss.ac.uk

Website: <https://www.namss.ac.uk/contact-us/>

6. Procedure

- **Acknowledgement:** You will receive an acknowledgement email within 5 working days.

- **Investigation:** An impartial Executive member will be allocated to investigate your report.
- **Response:** A written response will usually be provided within 20 working day however, there may be occasions where this period is extended.

7. Confidentiality and Protection

All reports will be handled with strict confidentiality and respectfully. NAMSS will ensure protection for all parties involved from victimisation.

8. Monitoring and Review

NAMSS will monitor all reported incidents and review this policy every 3 years, following any report which indicates the need for change or in line with significant changes in legislation.

Last Reviewed: July 2025	Next Review Due: July 2028
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