



## **Respect & Personal Safety Policy**

### **December 2025**

### **Purpose**

This policy sets out the Foundation's policy to create a safe, respectful, and inclusive environment for trustees, volunteers, participants, beneficiaries, and members of the public, including at the Foundation's fundraising activities.

### **Our Commitment**

We are committed to fostering an environment that is welcoming, inclusive, and respectful for everyone. Bullying and harassment will not be tolerated under any circumstances.

We shall:

- Take all allegations seriously
- Deal with concerns promptly, fairly and confidentially
- Protect those who raise concerns in good faith

### **Scope**

This policy applies to:

- Trustees
- Volunteers
- Event helpers
- Any person representing the Foundation

It encompasses all Foundation meetings, events, activities, and communications, including online and written communication.

### **Definitions**

#### ***Bullying***

Bullying is repeated or one-off behaviour that harms, intimidates or undermines another person. It may include:

- Verbal abuse, insults or shouting
- Persistent criticism or belittling
- Spreading rumours or exclusion
- Misuse of power or authority
- Intimidating behaviour including physical aggression

# **Beaulieu Common Good Foundation**

## **Respect & Personal Safety Policy**

### **(Cont'd)**

DRAFT

#### ***Harassment***

Harassment is unwanted behaviour that violates a person's dignity or creates an intimidating, hostile, or humiliating environment. It may be related to a person's characteristics, beliefs, or personal circumstances. It may include:

- Offensive jokes or comments
- Unwanted physical contact
- Unwanted personal contact
- Inappropriate messages, gestures or behaviour
- Behaviour of a sexual nature

#### **Reporting Bullying or Harassment**

Anyone who experiences or witnesses bullying or harassment, whether or not occurring at an event, should report it to an event marshal as soon as possible or to [secretary@beaulieu-cgf.org.uk](mailto:secretary@beaulieu-cgf.org.uk). The matter will be passed in confidence to the Chair of Trustees, or any other trustee not potentially implicated in the matter.

Reports should include:

1. A description of the incident(s)
2. Dates, times, locations
3. If possible, names of those involved and any witnesses

#### **How Concerns Will Be Handled**

We shall listen with respect and without judgement and take appropriate action, including:

- Asking someone to leave an event
- Removal from volunteering duties
- Trustee board review of the individual's role
- In cases of serious risk or potential criminal behaviour, the police will be contacted

To speak privately, we will provide a quiet area and, if needed, assist in accessing support services after the event.

#### **Confidentiality**

All reports will be handled sensitively and shared only with those necessary to investigate and respond appropriately.

#### **Review**

This policy will be kept under periodic review by the trustees.