

Reading Male Voice Choir Bullying and Harassment Policy



Charity No 294105

1.0 Application

1.1 This policy applies to Trustees, Members and the Musical Director and Deputy of Reading Male Voice Choir (RMVC).

2.0 Principles

2.1 In carrying out its functions RMVC is committed to promoting an environment where bullying and harassment are not tolerated. The aim of this policy is to ensure incidents of bullying and harassment can be recognised and dealt with.

2.2 We recognise our responsibilities and are committed to meeting them in full. We believe that a culture that embraces fairness will help us to ensure that everyone feels involved and included in our plans, programmes and activities.

2.3 Harassment, in general terms is unwanted conduct affecting the dignity of all where actions or comments are viewed as demeaning and unacceptable to the recipient. It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

2.4 Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

2.5 Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. It may be face to face or in written communications, electronic (e)mail, phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

3.0. Our responsibilities

3.1 RMVC understands that this policy needs to be understood by all Members and Trustees. The policy will be brought to the attention of our members through our normal communication procedures and retained on our website to which members have access.

3.2 All RMVC Members, Trustees and Musical Directors have a responsibility to ensure that their own language and actions are consistent with the spirit as well as the contents of this policy.

3.3 Overall responsibility for the implementation of this policy lies with RMVC Trustees.

4.0. Our commitments

4.1 Complaints of bullying and/or harassment, or information relating to such complaints, will be dealt with fairly, confidentially and sensitively. It is a serious issue and will be treated as such and

Approved by Committee 20 March 2025 – ratified by Committee September 2025

Page 1 of 2

investigated promptly, objectively and independently. Decisions can then be made as to what action needs to be taken.

4.2 All matters concerning bullying or harassment will be investigated by a group of the choir Trustees, led by the choir Chairman.

4.3 If appropriate, the matter will be dealt with informally; sometimes people are not aware that their behaviour is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease. If deemed appropriate a formal warning may be issued by the Chairman following discussion and agreement by the Trustees.

4.4 If the issue cannot be resolved informally the trustees will consider what action can be taken with the possibility of counselling and mediation or ultimately exclusion from the choir.

5.0. Review

5.1 We recognise that it is important for us to regularly review this policy to ensure that it reflects up to date legislation and best practice.

5.2 A review of our Bullying and Harassment Policy will be carried out on an annual basis.

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