



GBS Dignity and Respect Policy

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Definitions

“Bullying”	means any offensive, intimidating, malicious, or insulting behaviour involving a misuse of “power” that can make a person feel vulnerable, upset, humiliated, undermined, or threatened;
“Competition”	means an Event or series of Events conducted over one or more days, including a National or International Competition;
“Discrimination”	means being treated unfairly because of a characteristic that is legally protected by the Equality Act 2010 (“protected characteristics”);
“Diversity”	means celebrating differences and valuing everyone involved with GBS;
“Email”	means any email address and all functions accessible by that address, including messages distributed by electronic means from one computer user to one or more recipients via a network;
“Equality of Opportunity”	means ensuring all groups of people have access to the same opportunities within GBS;
“Event”	means a single race or contest;
“GBS”	means GB Snowsport Ltd.;
“GBS Athlete”	means an athlete who is part of a GBS Team/GBS Squad;
“GBS CEO”	means the Chief Executive of GBS;
“GBS Staff”	means staff who are employed by, or acting as a consultant, to GBS;
“GBS Volunteer”	means volunteers who work for GBS without pay;
“GBS Website”	means the official GBS website; https://www.gbsnowsport.com/ ;

“GBS Welfare Officer”	means the individual responsible for promoting safeguarding within the GBS environment. They ensure a safe and inclusive environment is achieved;
“Harassment”	means any unwanted behaviour which is found to be offensive or which results in a feeling of intimidation or humiliation;
“Head Coach”	means the person responsible for the coaching delivery within a GBS programme;
“Individual”	means anyone who is subject to the Policy;
“Internet”	means the system of connected devices that allows communication or the transferal of information, whether it be on a private or public network;
“Performance Director”	means the person who provides leadership and strategic direction of the performance programmes to achieve consistent podium success, effective talent pathways, and coach development;
“Protected Characteristic”	means a characteristic that is protected under the Equality Act 2010. Such characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation;
“Social Media”	means all forms of Social Media that exist now or may exist in the future. This includes (but is not limited to) Facebook, Twitter, YouTube, Instagram, Tumblr, LinkedIn, WhatsApp, Snapchat, Tinder, Flickr, Pinterest, Google+ and all other social networking websites, all other internet posting sites, blogs, and forums;
“Telephony”	means facilities such as a fixed line phone (analogue or digital/VOIP), a mobile phone (standard or smartphone), a conference phone, answering equipment, SMS services, voicemail services, pagers, or fax machines;

“Third Party”	means any individual or organisation and includes actual and potential clients, suppliers, distributors, business contacts, agents, advisors, and government and public bodies, including their advisors, representatives and officials, politicians and political parties;
“Unacceptable Behaviour”	means the behaviours of Bullying, Harassment, Discrimination, and Victimisation;
“Victimisation”	means any bad treatment directed towards someone who has made or is believed to have made or supported a complaint under this Policy or the Equality Act 2010.

1. Introduction

- 1.1. This document contains the GB Snowsport (GBS) Dignity and Respect Policy (the “Policy”). GBS is committed to providing an environment where all GBS Staff, GBS Athletes, GBS Volunteers, and Third Parties are treated with fairness, dignity, and respect. The GBS working and training environment should be without Bullying, any forms of Harassment, Victimisation, and unlawful and unfair Discrimination, whether intended or not.
- 1.2. The Policy is based on the equal treatment of all Individuals, irrespective of any Protected Characteristics. These are listed in the definitions table.
- 1.3. Bullying, Harassment, Discrimination, Victimisation, or any other similar behaviour whether on the ground of a person’s Protected Characteristics or otherwise, is considered Unacceptable Behaviour and will not be tolerated by GBS.
- 1.4. GBS does not tolerate the Victimisation or retaliation against any Individual who is involved in raising a complaint under the Policy.

Aims

- 1.5. To support and sustain a positive working and training environment for all GBS Staff, GBS Athletes, GBS Volunteers, and Third Parties free from any form of Unacceptable Behaviour.
- 1.6. To prevent and eliminate all forms of Unacceptable Behaviour.
- 1.7. To describe the options available to GBS Staff, GBS Athletes, GBS Volunteers, and Third Parties who feel they are or have been subject to Unacceptable Behaviour.

Scope

- 1.8. The Policy is designed to cover Unacceptable Behaviour which occurs inside and outside work, the training environment, business trips, at work-related events, or social functions; which is conducted by any GBS Staff, GBS Athlete, GBS Volunteer, or other Third Party. The Policy is also designed to cover Unacceptable Behaviour in any form, whether it be face to face or through verbal/written communications such as the Internet and Email, Telephony, or Social Media.
- 1.9. The Policy applies to all those mentioned in Clause 1.8 and failure to comply will lead to disciplinary action in line with the GBS Disciplinary Policy. In addition, if your conduct is unlawful or illegal you may be personally or criminally liable with respect to civil and/or criminal proceedings, claims, or actions.

- 1.10. GBS takes false accusations of Unacceptable Behaviour very seriously. If an investigation shows that a false accusation has knowingly been made, appropriate disciplinary action under the GBS Disciplinary Policy may follow.
- 1.11. GBS recognises its legal obligations under the Equality Act 2010 and will abide by its requirements, as well as any equivalent legislation and any later amendments to such legislation or subsequent related legislation that may be relevant to GBS.
- 1.12. The Policy is designed to be read in conjunction with the GBS Officials' Code of Conduct, GBS Athletes' Code of Conduct, GBS Disciplinary Policy, GBS Equality Policy, GBS Social Media Policy, GBS Telephony Policy, GBS Internet and Email Policy, and the GBS Grievance Policy that are published by GBS. These documents may receive revisions and updates occasionally, with the most up to date versions being available on the GBS Website.

2. General Principles

- 2.1. The principles governing the Policy are to:
 - 2.1.1. treat all Individuals with dignity and respect and to treat each other professionally and courteously;
 - 2.1.2. not tolerate any Unacceptable Behaviour;
 - 2.1.3. value Diversity and differences;
 - 2.1.4. promote a culture that is fair and inclusive, where people are able to raise complaints without fear of reprisal;
 - 2.1.5. make full use of everyone's talents to help everyone in the organisation to be the best they can be;
 - 2.1.6. offer all Individuals Equality of Opportunity and advancement on the basis of ability, qualifications, knowledge, and skills.

3. Bullying

- 3.1. Bullying is considered to be any offensive, intimidating, malicious, or insulting behaviour involving a misuse of "power" that can make a person feel vulnerable, upset, humiliated, undermined, or threatened.
- 3.2. "Power" may be a position of authority, personal strength, or the power to coerce through fear or intimidation.

- 3.3. Bullying may take many forms. A non exhaustive list of forms of Bullying can be found in Appendix A.
- 3.4. Bullying does not include justifiable, legitimate, reasonable, and constructive criticism of an Individual's performance or behaviour, or reasonable instructions given to Individuals where appropriate.
- 3.5. What one Individual may find acceptable, another may find unacceptable. The essence of both Bullying and Harassment is that the words or behaviour are unwelcome to the particular person who is the target. All Individuals must treat others with respect and appropriate sensitivity.

4. Harassment

- 4.1. Harassment includes any physical, verbal, or non-verbal behaviour which may:
 - 4.1.1. involve conduct of a sexual nature or have relation to a Protected Characteristic. Harassment is unacceptable even if it does not fall within any of the categories Protected Characteristics covers;
 - 4.1.2. be unwanted with the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. A single incident can amount to Harassment; or
 - 4.1.3. treat someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 4.2. Harassment may take many forms. A non exhaustive list can be found in Appendix B.
- 4.3. It is not the intention of the perpetrator that determines whether an act of Harassment takes place, for it is the feelings of the victim.
- 4.4. All GBS Staff, GBS Athletes, GBS Volunteers, and Third Parties should be aware that, as well as committing a disciplinary offence; an Individual found by an employment tribunal to have harassed a fellow employee on the grounds of a Protected Characteristic in the course of their employment or programme, may be personally liable to compensate the victim.

5. Coaching

- 5.1. It is known that for success in Events or Competitions, demanding training schemes may be required. It is not uncommon for coaches to want to push athletes to the very limit of their ability. However, coaching for performance results is not the same as Bullying.

5.2. Coaching for performance:

5.2.1. is consensual (discussed and agreed between athlete and coach/support staff);

5.2.2. is planned and evidence based;

5.2.3. has agreed performance objectives and outcomes; and

5.2.4. is ethical from a medical perspective.

5.3. Bullying:

5.3.1. is not consensual; and

5.3.2. lacks any performance objectives and outcomes.

5.4. There may be circumstances where the boundary between coaching for performance and Bullying may not be readily apparent, especially for less experienced coaches and support staff. In these situations, the Performance Director and Head Coaches are required to exercise leadership and guidance through the supervision of their coaches and support staff.

6. Discrimination

6.1. Discrimination is being treated unfairly because of a characteristic that is legally protected by the Equality Act 2010 (Protected Characteristics).

6.2. Discrimination can occur on the basis of perceived group membership, affiliation, or association.

6.3. Discrimination may take many forms. A non exhaustive list can be found in Appendix C.

7. Victimisation

7.1. As described in Clause 1.4, Victimisation is also considered to be Unacceptable Behaviour.

7.2. No GBS Staff, GBS Athlete, GBS Volunteer, or Third Party should ever be victimised for raising a genuine complaint under the Policy or any other GBS Policy. Victimisation is covered by the Equality Act 2010 when the person being victimised has raised a complaint regarding Discrimination.

- 7.3. Victimization behaviours include treating someone else poorly or subjecting them to a detriment because of the complaint they have made. A detriment is considered suffering some form of disadvantage or being put in a worse off position. For example, making a sexual Discrimination complaint against an employer and then being denied a promotion.

8. Consequences of Unacceptable Behaviour

- 8.1. The consequences of Unacceptable Behaviour can be devastating for Individuals and for the organisation itself. Apart from imminent disciplinary action, it can also result in any of the following:
- 8.1.1. An unpleasant atmosphere which makes it harder to retain trained and experienced Individuals and attract new ones;
 - 8.1.2. an increase in sickness and absence;
 - 8.1.3. a reduction in productivity;
 - 8.1.4. poor morale and unhappy Individuals;
 - 8.1.5. damaged reputations (the organisation's reputation and/or the Individual's reputation) as well as wasted time and expense;
 - 8.1.6. litigation and employment tribunal compensation;
 - 8.1.7. Individuals can also be personally fined for Harassment or other unlawful acts.

9. Procedure

- 9.1. GBS will handle any complaint of Unacceptable Behaviour in a timely and confidential manner through the GBS Grievance Policy.
- 9.2. GBS recognises the right of Individuals to determine for themselves whether the words or behaviour of others is acceptable to them and to bring a complaint in respect of Unacceptable Behaviour.
- 9.3. Following the investigation of a complaint, the decision as to whether the complaint is well founded and, if so, whether the perpetrator should be dealt with under the GBS Disciplinary Policy and, if so what disciplinary action should apply, is the responsibility of the authorities listed in the GBS Grievance Policy and GBS Disciplinary Policy.

10. Informal resolution

- 10.1. Not everything that may upset an Individual is Unacceptable Behaviour. It may not be apparent that certain common behaviours may cause offence to an Individual. It is important to make others aware if you do not want to engage in discussions of a particular nature which may not on the face of it be offensive.
- 10.2. Where Individuals feel that they have been treated unfairly, it is useful to consider first of all whether there is any truth in what has been said or done, and if what has been said or done would be considered unfair treatment. For example, to have performance criticised is fully acceptable if it is not up to the required standard.
- 10.3. In most situations, Informal Resolution can solve the issue and, in many cases, improve relationships.
- 10.4. Any Individual who thinks they are the victim of Unacceptable Behaviour may, in some cases, be able to resolve the matter by explaining clearly to those responsible that their behaviour is unacceptable, contrary to the Policy. They may wish to ask other GBS Staff or a fellow GBS Athlete to do this on their behalf or to be with them when confronting those responsible.
- 10.5. Individuals are encouraged to seek the assistance of the GBS Welfare Officer when they want advice on the appropriate steps to stop the Unacceptable Behaviour. Any such discussion will be strictly confidential.
- 10.6. If it is considered to be appropriate, the GBS Welfare Officer may seek to resolve the matter informally by discussing with the person responsible, without prejudging the matter, that:
 - 10.6.1. there has been a complaint that their behaviour is having an adverse effect on a fellow member of GBS Staff, GBS Athlete, GBS Volunteer, or Third Party;
 - 10.6.2. any such behaviour is contrary to the Policy; and
 - 10.6.3. the continuation of such behaviour would amount to a serious disciplinary offence if evidence exists, and that their current discussion is informal and confidential.
- 10.7. Further, in appropriate circumstances GBS may decide that it is necessary to investigate further and take formal action. If it is considered that behaviour has occurred that is not consistent with the standards of behaviour required by GBS, the person will be informed about the steps being taken and given an explanation as to the reasons why.

11. Formal Procedure

- 11.1. In the event that Informal Resolution is unsuccessful or considered inappropriate by the Individual in the circumstances, they may continue to the Formal Procedure in accordance with the GBS Grievance Policy.
- 11.2. During any investigation and consequent disciplinary proceedings, it may be necessary to ensure that the Complainant and the Respondent are not in close proximity to each other. For example, this may necessitate that one or both parties be suspended on full pay or making other temporary changes to arrangements pending the outcome of the investigation, if circumstances require.
- 11.3. Where the complaint is about a Third Party such as a supplier or visitor, we will consider what action may be appropriate to protect the Individual, and anyone involved, pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. Where appropriate, we will attempt to discuss the matter with the Third Party.

12. Appeals

- 12.1. If Individuals are not satisfied with the outcome of the Formal Procedure, they may make an Appeal in writing in accordance with the GBS Grievance Policy.

13. Confidentiality and Record Keeping

- 13.1. Confidentiality is an important part of the procedures provided under the Policy. Details of the investigation and the names of those involved must only be disclosed according to GBS' specific needs.
- 13.2. Information about a complaint by or about an Individual may be placed on their file, along with a record of the outcome and of any notes or other documents compiled during the process.
- 13.3. A breach of confidentiality may give rise to disciplinary action under the GBS Disciplinary Procedure.

14. Violation of this Policy

- 14.1. Failure to comply with this Policy will result in the application of the GBS Disciplinary Policy.
- 14.2. Any member of GBS Staff, GBS Athlete, GBS Volunteer, or Third Party who has reasonable grounds to suspect that another member of GBS Staff, GBS Athlete, GBS Volunteer, or Third Party may be in breach of any of the Clauses within this Policy are required to inform the GBS CEO. No Individual will be victimised for informing the GBS CEO about confirmed or suspected policy breaches.

Appendix A: Forms of Bullying

A 1.1. Bullying can take the following forms:

- A 1.1.1. verbal abuse, such as shouting or swearing at others;
- A 1.1.2. threatening or insulting others;
- A 1.1.3. abusing power or using unfair penal sanctions;
- A 1.1.4. practical jokes, initiation ceremonies, or birthday rituals;
- A 1.1.5. physical abuse such as hitting, pushing, or jostling;
- A 1.1.6. rifling through, hiding, or damaging personal property;
- A 1.1.7. ostracising or excluding people from events or social activities; or
- A 1.1.8. any form of cyber bullying.

A 1.2. This is not intended to be an exhaustive list.

Appendix B: Forms of Harassment

- B 1.1. Harassment can take the following forms:
- B 1.1.1. verbal abuse, offensive jokes, or pranks (which may or may not be related to an Individual's Protected Characteristics); lewd or suggestive comments; requests for sexual favours;
 - B 1.1.2. unwelcome physical contact; threatened or actual assault or violence;
 - B 1.1.3. leering or threatening looks;
 - B 1.1.4. deliberate exclusion from conversations or activities whether on the basis of a Protected Characteristic or otherwise;
 - B 1.1.5. display of 'pin-ups', pornography, inflammatory, or abusive literature or graffiti;
 - B 1.1.6. using email, text, social media, or the internet for the purpose of Bullying or making abusive or offensive remarks whether on the basis of a Protected Characteristic or otherwise or to send pornography or inflammatory literature;
 - B 1.1.7. threatened or actual sexual or any other kind of physical or verbal assaults;
 - B 1.1.8. suggestions or threats that sexual favours, racial origins, or any other Protected Characteristics could affect someone's job security or prospects;
 - B 1.1.9. repeated and unsubstantiated accusations of intentional misrepresentation or abuse of classification.
- B 1.2. This is not intended to be an exhaustive list.

Appendix C: Forms of Discrimination

C 1.1. Unlawful Discrimination can take the following forms:

Direct Discrimination

C 1.2. This form of Discrimination is to deliberately treat an Individual less favourably than another person because of a Protected Characteristic without a lawful exception to do so. For example, by refusing to employ a woman because she is pregnant.

Indirect Discrimination

C 1.3. This form is to apply a provision, criterion or practice that creates a disadvantage for a person because of one of the Protected Characteristics in the absence of proportionality and a legitimate aim. For example, requiring a job to be done full-time rather than part-time would adversely affect women because women generally have greater childcare commitments than men.

Disability Discrimination

C 1.4. This form can be direct or indirect Discrimination and is any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Associative Discrimination

C 1.5. This form is where an Individual is discriminated against, harassed, or potentially victimised because of their association with another Individual who has a Protected Characteristic. For example, not employing a mother because she has a disabled child (excluding marriage, civil partnership, pregnancy, or maternity. However, pregnancy or maternity may fall within a claim for sex Discrimination because of association with a pregnant woman or a woman on maternity leave).

Perceptive Discrimination

C 1.6. This form is where an Individual is discriminated against or harassed based on a perception that they have a Protected Characteristic outlined above when they do not, in fact, have that Protected Characteristic (excluding marriage, civil partnership, pregnancy or maternity).

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