

Heartfulness UK

ANTI-BULLYING AND HARASSMENT POLICY

1. Statement of intent

Heartfulness (HFN) UK (**"The Charity"**) is committed to encouraging all meditators to maintain good relations, and not use words or deeds that may harm the wellbeing of others. Everyone has the right to be treated with consideration, fairness, dignity and respect and this contributes to an environment in which individuals feel safe to meditate and to volunteer.

The Charity has a zero tolerance towards bullying and harassment and will investigate any allegations of bullying or harassment.

The Charity's Anti-bullying and Harassment policy applies to all those practising Heartfulness within the UK and should be read in conjunction with the following policies

- Heartfulness Code of Conduct for volunteers
- Heartfulness Code of Conduct for trainers
- Guidance for meditators
- Complaints procedure
- Whistleblowing procedure

2. Definition of harassment and bullying

Harassment is:

any unwanted physical, verbal, or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment:

Harassment may be an isolated incident or repetitive; or occur against one or more individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation and exclusion or isolation from social activities.

Bullying:

Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which includes:

- Conduct which is intimidating, physically abusive or threatening

Heartfulness UK

- Conduct which denigrates, ridicules, or humiliates an individual, especially in front of others
- Conduct which is malicious or insulting
- Picking on one person when there is a common problem
- Shouting at an individual to get things done

3. If you are being harassed or bullied

If you are being harassed or bullied, consider whether you feel able to raise the problem with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, embarrassing, or serious to be dealt with in this way then you should raise the concerns/ allegations in accordance with our Complaints/Whistleblowing Procedures. Please refer to this policy which can be found on our UK website www.heartfulness.uk

In the case of a volunteer/trainer/charity trustee/Heartspot coordinator/zonal coordinator, this if any allegation is established this can result in the following (or other) steps being taken, depending upon the nature and severity of the breach:

- Asking the person in question to provide a formal apology, which may be given in person, or in writing, or both
- Requiring them to undertake such further training as may be required
- Issuing them with a written warning from the Secretary. This warning will set out the corrective steps which the Secretary will expect the volunteer/trainer/charity trustee/Heartspot coordinator/zonal coordinator to take to remedy the breach and may also require the volunteer trainer/ charity trustee/Heartspot coordinator/zonal coordinator to issue a formal apology or undertake further training as above. The warning will set out a timeline for taking this remedial action.
- The Secretary team and/or Trustees can terminate their engagement / remove the person from their role at their discretion should they consider it to be in the best interests of Heartfulness UK to do so.