



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

Sopley Parish Hall – Bullying, Harassment & Etiquette Policy

1. Purpose

Sopley Parish Hall is committed to providing a safe, respectful, and inclusive environment for everyone involved with the Hall. This policy sets out clear expectations for behaviour and provides a framework for preventing and addressing bullying, harassment, and inappropriate conduct.

This policy applies to: - Committee members - Volunteers - Trustees - Anyone acting on behalf of Sopley Parish Hall

2. Our Values

All those involved with Sopley Parish Hall are expected to: - Treat others with dignity, courtesy, and respect - Act professionally and responsibly - Communicate in a constructive and respectful manner - Uphold the reputation of the Parish Hall within the community

3. What Is Bullying and Harassment?

Bullying or harassment is unwanted behaviour that makes someone feel intimidated, degraded, humiliated, offended, or distressed. It may be a one-off incident or repeated behaviour.

Examples include (this list is not exhaustive): - Verbal abuse, shouting, sarcasm, or personal insults - Spreading rumours or gossip - Excluding individuals deliberately - Undermining or belittling someone's contribution - Aggressive, threatening, or intimidating behaviour - Unwelcome jokes or comments - Misuse of authority or position

Bullying can occur face-to-face, over the phone, in writing, or through digital platforms.

4. Expected Standards of Behaviour (Etiquette)

Committee members and volunteers are expected to: - Be polite, professional, and fair in all interactions - Listen to differing views respectfully - Challenge issues, not individuals - Avoid confrontational or inflammatory language - Respect confidentiality and data protection - Use appropriate channels to raise concerns or disagreements

Disagreements should be handled constructively and privately wherever possible.

5. Social Media, WhatsApp, and Digital Communication

Digital communication is an extension of face-to-face behaviour and must be treated in the same professional and respectful way.

Acceptable Use

- WhatsApp groups and social media should be used for Parish Hall business only
- Messages should be factual, courteous, and relevant
- Respect others' opinions and boundaries

- Pause before posting—consider how your message could be interpreted

Unacceptable Use

- Posting or sharing abusive, offensive, or inflammatory comments
- Criticising, mocking, or undermining individuals or groups
- Sharing confidential or sensitive information
- Engaging in arguments or confrontations online
- Using emojis, tone, or humour that could reasonably be perceived as aggressive or dismissive
- Screenshots or messages being shared outside the group without consent
- Decisions for the whole committee are to be face to face or via email and not using whatsapp.

Concerns or disputes should not be aired on social media or WhatsApp and must be addressed through appropriate offline channels. (at a meeting or via email only).

6. Raising a Concern

Anyone who feels they are being bullied, harassed, or treated unfairly is encouraged to speak up.

Concerns can be raised: - Informally, by speaking directly to the person involved (where appropriate) - With the Chair of the Committee - With another designated committee member or trustee

All concerns will be: - Taken seriously - Treated sensitively and confidentially - Handled promptly and fairly

7. Investigation and Action

Where a concern is raised: - The matter will be reviewed objectively - All parties will have the opportunity to be heard - Appropriate action will be taken where necessary

Actions may include: - Informal resolution or mediation - A reminder of expected standards of behaviour - Removal from a role or committee position (in serious cases)

8. Protection from Victimisation

No individual will be treated unfairly for raising a genuine concern in good faith. Retaliation or victimisation will not be tolerated.

9. Review of Policy

This policy will be reviewed periodically by the Committee to ensure it remains appropriate and effective.

Approved by: Sopley Parish Hall Committee

Date: _____10.02.26_____

Next Review Date: _____February 2027_____