

Bullying, Harassment and Victimisation Policy

Policy Owner	HR Lead, ARNECH
Approved By	ARNECH Scientific & Strategic Advisory Board
Effective Date	2021
Next Review Date	January 2027
Version	3.0
Applies To	All ARNECH staff, consultants, subcontractors, and field teams
Last Updated	January 2025

1. Purpose

This policy sets out ARNECH's commitment to a workplace and research environment free from bullying, harassment, and victimisation, and establishes a confidential procedure for raising and resolving concerns.

2. Scope

This policy applies to all ARNECH staff, consultants, Advisory Board members, and field teams, and covers conduct towards colleagues, research participants, and other third parties encountered in the course of ARNECH's work.

3. Policy Statement

ARNECH prohibits bullying, harassment, and victimisation in any form, including:

- Bullying — offensive, intimidating, or humiliating behaviour that undermines an individual's dignity or confidence
- Harassment — unwanted conduct related to a protected characteristic, including sexual harassment, that violates a person's dignity or creates a hostile environment
- Victimisation — subjecting a person to detriment because they have raised, or supported, a complaint under this policy

All staff have a right to raise concerns without fear of reprisal, and a responsibility to treat colleagues and participants with respect.

4. Roles and Responsibilities

- The HR Lead is responsible for receiving and coordinating the investigation of complaints under this policy.
- Unit Heads are responsible for modelling appropriate behaviour and addressing concerns raised within their teams.
- All staff are responsible for treating colleagues, participants, and partners with dignity and respect.

5. Procedures

- Complaints may be raised informally with a manager or formally in writing to the HR Lead.
- Formal complaints are acknowledged promptly and investigated by an individual independent of those involved, within a defined timeframe.
- Both the complainant and the respondent are kept informed of the process and given the opportunity to present their account.
- Substantiated complaints may result in disciplinary action up to and including termination of employment or engagement.
- Interim measures, such as adjusted reporting lines, may be put in place during an investigation to protect those involved.

6. Reporting Concerns and Breaches

Concerns may be raised with a manager, the HR Lead, or through the confidential whistleblowing channel. ARNECH will not tolerate retaliation against anyone who raises a concern in good faith, and will treat all reports confidentially to the extent consistent with a fair investigation.

7. Training and Awareness

All staff receive an overview of expected standards of behaviour at induction. Managers receive additional guidance on recognising and responding to concerns raised within their teams.

8. Related Standards and References

This policy is aligned with the following external standards and frameworks:

ILO Violence and Harassment Convention, 2019 (No. 190) — <https://www.ilo.org/resource/instrument/violence-and-harassment-convention-2019-no-190>

9. Monitoring and Review

This policy is reviewed by the Scientific & Strategic Advisory Board at least every two years, or sooner where changes in law, donor requirements, or organisational practice require it. Comments and proposed amendments may be submitted to the Policy Owner at any time.

Registration certificates, financial statements, and full policy documentation are available on request for prospective partners, clients, and funders as part of due diligence.

