



Irish Amateur Wrestling Association

POLICY ON HARASSMENT/BULLYING/VICTIMISATION IN THE IAWA

1. Purpose of Policy

The IAWA want you to enjoy your experience in our sport and we believe that you have every right to carry on your duties free from any form of bullying/harassment. The purpose of this policy is to give practical guidance to those involved with the IAWA on how to deal with bullying, harassment and victimisation claims within the organisation.

The IAWA is committed to creating an environment in which you feel safe. We believe in equal treatment irrespective of gender, marital/ civil or family status, sexual orientation, race, ethnicity, religion, disability, age or membership of the travelling community. Any breach of this policy shall be dealt with in accordance with our Disciplinary and Grievance Policy misconduct and may result in dismissal.

2. Scope of Policy

This policy applies to all interactions that take place in relation to IAWA including members of our Board, Committees and our Volunteers, Contractors and Suppliers. All complaints will be investigated including if the person is in a position of authority.

3. Policy

Harassment, Bullying and Victimisation are generally defined not necessarily by their intention but by the impact of the behaviour on the recipient. Therefore, it is important to read the examples of what may be classified as such behaviour.

3.1 Harassment

Harassment is any form of unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Such unwanted conduct may consist of acts, requests, spoken words, gestures or the production or display or circulation of written words, pictures or material. It can be perpetrated by management, colleagues, subordinates, clients or other business contacts. It also covers situations where someone harassed may not have the relevant characteristics, but the harasser believes or perceives he/she has the characteristics. Harassment may take many forms and may range from extreme forms such as violence and bullying to less obvious actions, like ignoring someone at work or spreading rumours. Harassment may apply to harassment of individuals or groups

Harassment can affect confidence, morale, performance and health of the person being harassed and is therefore a very serious issue. Harassment in any form is unacceptable, is a form of discrimination and will not be tolerated. Examples of harassment include: (This list is not exhaustive):



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- Embarrassing, insulting, demeaning or lewd comments;
- Suggestions, innuendo, slur, gestures of a sexual, racial or otherwise unlawful nature;
- Keeping of offensive literature and pictures in the workplace, sending offensive e-mails;
- Unnecessary and inappropriate touching or advances;
- Subjecting others to assault or ridicule;
- Threats or suggestions to pressurise the victim to comply with an unprofessional request;
- Deliberate isolation or non-cooperation;
- Exclusion from meetings and/or social events;
- Pranks;
- Assaults.

By way of example, instances of some specific kinds of harassment are set out below.

- (i) Sexual harassment is unwanted conduct of a sexual nature or other conduct based on sex which affects the dignity of people at work. It includes unwelcome non-verbal, verbal or physical conduct based on the gender of a recipient which is offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation or interferes with his/her job performance.

Examples of sexual harassment include: -

- Staring, leering, offensive gestures.
- Offensive or sexually suggestive or pornographic publications, literature, calendars or use of technology, e.g., emails or text messages.
- Unsolicited and unwanted gifts.
- Intrusion by following the person.
- Continued unwelcome suggestions for social contact, sexually suggestive jokes, remarks or innuendo.
- Use of over-affectionate or over-familiar names.
- Questions, enquiries or comments of a personal nature.
- Deliberate body contact such as groping, pinching, patting or unnecessary or unwelcome fondling or kissing, to include sexual assault or rape.
- Suggestions that sexual favours may influence/affect the career, salary or job of an individual.

- (ii) Religious harassment is behaviour which makes an individual feel threatened, humiliated or unwelcome because of his/her religious community affiliation. It can range from physical threats to more subtle threats to derogatory statements or discriminatory remarks made by someone in the workplace which are offensive or



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objectionable to the recipient or which cause the recipient discomfort, humiliation or interfere with his/her job performance.

Examples of some forms of religious harassment include: -

- The articulation of slogans, songs, jokes.
- Display of flags, emblems, bunting, posters, graffiti.
- Exclusion from social activities.
- Pressure to participate in religious/political group.

- (iii) Racial harassment is unwanted conduct directed to an individual or a group from a different ethnic or national background which results in their feeling discomfort, humiliation, threatened or compromised in any way.

Examples of some forms of racial harassment include:

- Offensive gestures, facial expressions.
- Racist publications, letters, literature, use of technology.
- Racist graffiti, jokes, comments, ridicule and mimicking.
- Isolation or non-cooperation at work.
- Derogatory nicknames.

3.2 Bullying

The Health and Safety Authority has defined bullying in the workplace as repeated aggression, (verbal, psychological or physical), conducted by an individual or group against another person or persons. Inappropriate, aggressive behaviour, which is systematic and ongoing, is regarded as bullying.

Potential forms of Bullying include but are not limited to:

- Personal insults and name calling;
- Oral or written slurs;
- Physical contact, gestures, jokes, displaying pictures;
- Ignoring, Isolation or not speaking to someone;
- Persistent unjustified criticism and sarcasm;
- Public or private humiliation or derogatory remarks;
- Shouting at someone in public and/or private;
- Sneering;
- Instantaneous rage, often over trivial issues;
- Insulting or aggressive behaviour;
- Unfair delegation of duties and responsibilities;
- Unjustified and unwarranted removal of responsibilities;
- Setting impossible workloads, deadlines and or targets;
- Unnecessary and unfair work interference;



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- Making it difficult to have access to, or withholding, necessary information;
- Not giving credit for work contribution or treating one individual differently;
- Continuously refusing reasonable requests without good reason;
- Threats to pressurise a person into complying with an unprofessional request;
- Unreasonable refusal of requests for leave without valid reason.
- Threats/Verbal abuse;
- Intimidation and threats in general.

3.3 Victimisation

Victimisation occurs where a person is treated less favourably than another because he/she has in good faith made a complaint in relation to harassment or bullying behaviour.

4. Reporting and Investigating Complaints of Harassment/ Bullying/ Victimisation.

In the event that you believe that you are being/have been harassed/bullied/victimised you should report the matter as soon as possible.

You should not assume that others are or may be aware that the activity complained of has occurred and is ongoing. The IAWA cannot deal with incidents of harassment/bullying/victimisation if such incidents are not reported. Consequently, if you experience such behaviour, you should report the matter. Complaints will be dealt with sensitively and as confidentially as possible.

A complaint should be made as soon as possible after the incident in question is alleged to have occurred.

The following informal and formal procedures may be used:

4.1 Informal Procedure

You may feel that you can try to resolve the problem informally as most people subjected to harassment/bullying simply want the behaviour to stop. This is likely to produce solutions that are speedy, effective and minimise embarrassment and the risk of breach of confidentiality.

- If the harassment is not serious, or where it is not repeated, it may be possible to approach the person engaging in the unwanted conduct immediately after any incident, or as soon as reasonably possible, and ask them to stop the offending behaviour. You should clearly explain that the behaviour in question is not welcomed by you, that it offends you or makes you uncomfortable. Often the person concerned may be genuinely unaware that his/her actions are causing distress and this approach by you may be sufficient to stop the behaviour



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- You should take a note of the behaviour and the informal action you have taken in case the offending behaviour continues or recurs.
- If you do not wish to deal with the problem informally or you have attempted to do so and the behaviour continues you should bring the matter to the attention a senior person.
- Your complaint will then be investigated and may be investigated even if you subsequently withdraw the complaint.
- The person responsible for the alleged harassment/bullying will be advised of the complaint and the impact on you.
- If the person responsible for the alleged harassment/bullying accepts the nature of the complaint, resolution of the complaint may take place in a low-key manner and modification/ cessation of their behaviour will be discussed with them.
- If the person responsible for the alleged harassment/bullying disputes the content of the complaint, a formal investigation may be necessary to resolve the issue.

4.2 Formal Procedure

The formal procedure would normally be used where:

- You feel unable to approach the problem informally, or
 - If you wish your complaint to be treated formally, or
 - The alleged behaviour is too serious to be treated informally, or
 - Informal attempts have been unsatisfactory, or the behaviour continues
- All complaints must be in writing.
 - The complaint will be investigated promptly and in a confidential manner.
 - The Board shall ensure appropriate person(s) investigate the incident and if disciplinary actions are required these shall be taken in line with the organisations disciplinary policy.
 - The alleged offender will be given a copy of the complaint received in writing prior to investigation.
 - An investigation will be opened to establish the facts of the case. The investigation will normally be commenced within 15 working days of receipt of the written complaint. All information will be gathered as part of this process.



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- In the case of a serious allegation, consideration will be given to a standing down from activities. This will be dependent upon the nature of the complaint and the likelihood of the investigations being hampered by the alleged offender's presence.
- You and the alleged harasser, may be given written statements and any other documentation or evidence including witness statements, interview notes or records of meetings held with witnesses.
- The alleged harasser will be given time to consider the documentation and given an opportunity to respond.
- Interviews will take place with all parties and will be given the opportunity to respond.
- The formal investigation will produce a report and the outcome of the investigation conveyed in writing to both parties. If the investigation concludes that the complaint is valid, disciplinary action in accordance with the disciplinary policy may be taken against the offender. The offender will be advised of the consequences of any retaliatory action and careful monitoring must take place to ensure that the behaviour has stopped and that no victimisation takes place.
- Both parties will have the right to appeal the findings of the Investigation. The decision (s) made at Appeal shall be final and may then be subject to disciplinary action through the normal disciplinary procedure.
- The person responsible for harassment/bullying has the right to also appeal against the disciplinary action through the normal disciplinary procedure.
- The rights of both the alleged offender and the complainant will be protected throughout the investigation.

All complaints will be investigated with sensitivity and due respect for the rights of all those concerned. No assumption of guilt will be made. Strict confidentiality will be maintained throughout any investigation. This confidentiality should be maintained by you and anyone else involved in the complaint.

5. Feedback to a Complaint

This will be provided following investigation and where appropriate disciplinary action. The complainant will be advised formally of the findings and outcome of the investigation and the action taken.

In the interests of maintaining confidentiality, the complainant will be advised if disciplinary action has been taken against the offender, and of any dismissal, but will not be told the level of the warning where action short of dismissal is justified.



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Any other planned action will be discussed and the complainant given an opportunity to respond accordingly.

The complainant will also be advised that any further offensive behaviour, should not be tolerated and should be reported immediately for further investigation.

6. Responsibilities

It is not acceptable to seek to excuse or explain harassment/bullying on the basis that it was done in good humour or as a joke. It is also important to remember that persons can be upset or offended by another's actions or comments and not show his/her upset through politeness, embarrassment or fear.

These can be difficult matters to raise. Victimisation of you for making a complaint of harassment/bullying or for giving evidence regarding harassment/bullying will result in disciplinary action.

7. Malicious or Vexatious Claims

If there is no basis for the complaint made and the complaint was made maliciously (e.g., it was intended to impugn the integrity of another), the matter will be dealt with under the Disciplinary and Grievance Policy or other appropriate action. A complaint that is not upheld after formal investigation will not necessarily be considered to be malicious

8. Our Suppliers and Other Business Contacts

The same principles that we apply those involved in our sport will also be applied to our suppliers and other business contacts. These principles are essential and we must ensure that we apply them in all our dealings.