

## **COMPLAINTS PROCEDURE**

In the event that any member feels that he or she has suffered discrimination in any way or that the B.A.S.E. Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1. They should report the matter to the welfare officer, chairman or another member of the committee.

The report should include:

- Details of what, when and where the occurrence took place.
  - Any witness statement and names.
  - Names of any others who have been treated in a similar way.
  - Details of any former complaints made about the incident, date, when and to whom made.
  - A preference for a solution to the incident.
2. The management committee will discuss the report.
  3. The management committee will have the power to:
    - i. Warn as to future conduct.
    - ii. Suspend from membership.
    - iii. Remove from membership any person found to have broken the Society's Policies or Codes of Conduct.

### **B.A.S.E. Disciplinary Process**

Every member of the society is bound by one or more Codes of Conduct and is expected to maintain a high standard of behaviour. However Codes of Conduct can only be effective if there is a disciplinary process to support them as it is essential that the society is seen to be fair and consistent in dealing with incidences of misconduct.

The management committee will deal with serious breaches of Codes of Conduct as and when they arise. The management committee will have a number of options available to it depending on the seriousness of the actual case it is considering.

Possible sanctions to all members include:

No further action.

Verbal and written warning.

Expulsion from the society with no refund of subs.

## EQUALITY POLICY

The aim of this policy is to ensure that all members of the B.A.S.E are treated fairly and with respect.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

B.A.S.E. is responsible for setting standards and values to apply throughout the society. Being a B.A.S.E. member should be enjoyed by everyone, equally.

Equality at B.A.S.E. means that in all our activities will not:

Discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

This means that we will:

Treat people fairly and with respect and that we will provide access and opportunities for all members to take part in, and enjoy, our activities. We will not sanction any action, or lack of action, which might disadvantage a member compared to other people for any reason related to the list above.

B.A.S.E. will not:

Tolerate harassment, bullying, abuse, or victimisation of an individual, (which for the purposes of this policy and the actions and sanctions applicable, is regarded as discrimination). This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. B.A.S.E. will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

## ANTI-BULLYING POLICY

**Bullying of any kind is totally unacceptable and will not be tolerated.**

At B.A.S.E we are committed to providing a caring, friendly and safe environment for all of our members so that they can enjoy performing in a friendly, relaxed and secure atmosphere. We are a **'TELLING'** society which means that anyone who knows that bullying is happening is expected to tell the welfare officer or any committee member. If bullying does occur, all members and parents should be able to **'TELL'** and be assured that they will be supported and know that incidents will be dealt with promptly and effectively.

### What is Bullying?

Bullying is the use of aggression with the intention of hurting another person; Several Times On Purpose (S.T.O.P). Bullying results in pain and distress to the victim.

Bullying can be:

Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting.

Physical – any use of violence.

Racist – racial taunts, graffiti, gestures.

Sexual – unwanted physical contact or sexually abusive comments.

Homophobic – because of, or focussing the issue of sexuality.

Verbal – name-calling, sarcasm, spreading rumours, teasing, (which is out of context).