



# WWF-UK BULLYING AND HARRASSMENT POLICY

## EXTERNAL

### 1. Policy Statement

WWF-UK is committed to treating people we interact with dignity and respect, irrespective of gender, race, ethnicity, relationship or health status, age, disability, sexual orientation, religion, political conviction, job role or level.

Together, we're committed to providing an environment that is free from harassment, bullying or intimidation of any nature. We believe that bullying or harassing for any reason is unacceptable and we do not condone or tolerate it in any form.

### 2. Definitions

We define bullying and harassment as behaviour that is unwanted by the person at whom it's directed. We determine if bullying or harassment has occurred by the impact of the behaviour on the victim, rather than by the intent of the perpetrator.

**Bullying:** bullying can take extreme forms, such as violence and intimidation. It can also have less obvious forms, like deliberately embarrassing someone. It is unlikely to be a single or isolated instance and is usually repeated and persistent behaviour that is offensive, abusive, intimidating, malicious or insulting.

**Harassment:** harassment is where you, and/or someone else you work with, are humiliated, offended or distressed by another colleague's behaviour. It may be an isolated occurrence or repetitive and it may be against one individual or a group. It may range from physical touch to verbal remarks or online behaviour.

### 3. Policy

If you are experiencing bullying or harassment or have concerns about a WWF-UK representative report your concerns to your WWF contact or anonymously using WhistleB our whistleblowing system <https://report.whistleb.com/en/wwf> which is available to anyone (whether staff, someone working with WWF as a partner or contractor, or a member of the public ) who wishes to make a complaint about a serious concern.

### Response

Where an allegation is received relating to an individual representing WWF-UK regarding their conduct a formal investigation will be undertaken. With any allegation, the need for a thorough and objective investigation is paramount. We will appoint an impartial Investigation Manager to conduct the investigation. This usually involves holding interviews with the alleged bully/harasser and appropriate witnesses or other complainants.

If the investigation concludes that bullying or harassment has taken place the following outcomes may include but are not limited to: cancellation of contracts, exclusion from future contracts, requirements for control improvements, revised terms and conditions. In addition, WWF-UK may seek full restitution through the civil courts and notify external bodies such as police agencies, donors, WWF-International, Charity Commission in support of any criminal investigation or proceedings.