

LEEDS BLACK ELDERS ASSOCIATION

HARASSMENT POLICY

Leeds Black Elders Association expects its staff to behave in a professional way towards colleagues, both at work and socially. The Association seeks to eliminate any form of harassment at work and to promote equal opportunities for all employees regardless of their sex, marital status, sexual orientation, religious belief, colour, race, nationality, ethnic origin, age, political or other opinions, trade union membership or non-membership, or disability. Harassment may be defined as any inappropriate actions, behaviour, verbal comments or physical contact that is unwelcome to the recipient,

The Association will:

- Provide employees with a means of raising a complaint of harassment using
An informal and/or formal route.
- Ensure that complaints are listened to and dealt with seriously and promptly
And in a sympathetic and confidential manner.
- Ensure that the alleged harasser or any other employee does not victimise or
In any other way retaliate against the complainant.

DATA PROTECTION

All information, which can be related to an identifiable individual, is subject to the principles of the Data Protection Act (1998), which is primarily concerned with the proper processing of information and the protection of the individual. For compliance with Employment Law and the administration of an individual's employment contract, the Association processes and holds personal data about employees, volunteers, Management Committee and Service Users both manually and on Computer systems. Employees, Volunteers, Management Committee may not divulge such information to parties outside the Association without the individual's prior consent, or to parties inside the Association except in accordance with the Data Protection principles.