Cyngor Cymuned
Trefriw
Community Council

BULLYING, DISCRIMINATION AND HARASSMENT POLICY

This policy was re-adopted at a meeting on
8th September 2026
and will be reviewed in September 2029
or sooner should legislation dictate

Trefriw Community Council (TCC) is committed to creating and maintaining a working environment free from bullying, discrimination and harassment, where everyone is treated with dignity and respect. We want to create a culture of inclusivity where all employees feel able to be their authentic self.

TCC operates a zero-tolerance approach to bullying, harassment and discrimination and action will be taken where this behaviour is discovered.

1. Definitions

Whilst one off incidents of both rudeness and mean behaviour require correction, they are different from bullying, discrimination and harassment in important ways that should be understood and differentiated. Discrimination and harassment are unlawful under the Equality Act 2010.

To help guide the identification of behaviour and the most appropriate route to resolve concerns, TCC refers to ACAS definitions:

- **Bullying** is offensive, intimidating, malicious or insulting behaviour. It is abuse or misuse of power through means which undermine, humiliate, denigrate or injure the recipient.
- **Direct discrimination** means treating a person or group less favourably than another in the same situation on account of one of the protected characteristics defined by the Equality Act 2010.
- **Indirect discrimination** is when a provision, criterion or practice that is applied to everyone equally, disadvantages one group of people more than another, whether intended or not, and cannot be justified.
- **Harassment** is unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- The **protected characteristics** under the Equality Act 2010 are:
    - Disability
    - Sex
    - Sexual orientation
    - Religion or belief
    - Race
    - Pregnancy and maternity
    - Age
    - Gender reassignment
    - Marriage and civil partnership

Bullying, discrimination and harassment can happen face to face, in writing (letter or email) or by phone.

2. What employees should do if feel bullied, discrimination against or harassed

Employees should see if they can sort out the problem informally first. If they cannot, they should talk to a member of the Staffing Committee to agree appropriate action. This may include recourse to the TCC Discipline and Grievance Policy, Local Resolution Protocol and / or referral to the Public Services Ombudsman for Wales. The Council should seek HR advice via One Voice Wales if appropriate.

If none of these work and the employee is still being harassed or discriminated against, they can take legal action at an employment tribunal.

They could also call the Acas (Advisory, Conciliation and Arbitration Service) helpline for advice:

Acas helpline
Telephone: 0300 123 1100
Textphone: 18001 0300 123 1100
Monday to Friday, 8am to 6pm
Find out about call charges
There is also Acas guidance on being treated unfairly at work