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CYBERBULLYING POLICY



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POL16-CYB– Cyberbullying Policy Classification

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POL16-CYB– Cyberbullying Policy Classification

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2. Scope and Application

This procedure applies to all Company personnel and facilities

Failure to comply with the requirements of this procedure may result in investigation and subsequent formal action in line with the Company's Capability and Disciplinary procedures.

3. Policy Statement

This Policy exists to create a zero-tolerance policy towards all forms of bullying and harassment and this includes bullying using technology such as mobile phones and computers whether it takes place within the workplace or outside and whether it is done during working hours or in employees' own time. Any employee found to be in breach of the policy will be subject to the disciplinary procedure and disciplinary action could include dismissal.



4. Responsibilities

4.1 CEO

Has overall responsibility for setting and directing: quality, environmental, safety and health, business continuity and information security policy and for ensuring the appropriate resources are available.

Is responsible for setting Company objectives and allocating adequate resources to meet those objectives.

Directors

Are responsible for ensuring that all SMS requirements are established, implemented, maintained and continually improved in accordance with the standards to which the Company subscribes and the legislation relative to the Company's operations.

Is responsible for ensuring that policies, procedures and associated documentation together with the required systems and associated training are developed and cascaded to individual teams.

Are responsible for reviewing, issuing and amending all SMS documentation and for providing information and training at all levels of the Company.

Are responsible for assessing compliance with this procedure during all internal audits.

Document Owners

Are responsible for all SMS documentation relevant to their department or area of work.

Document Authors

Are responsible for ensuring that they follow the style guide and process defined within the procedure when producing new or revising existing, SMS documentation.

All Team Members

Are responsible for ensuring they understand Company policy and procedures and follow the processes at all times.

5. Aims



Through this policy, the organisation aims to:

- raise awareness among employees about cyberbullying
- provide a safe work environment in which preventive measures are in place to prevent cyberbullying
- ensure systems are in place to deal with cyberbullying should it occur.

6. Definitions of cyberbullying

Cyberbullying Includes

- offensive emails — sending offensive emails to a colleague (even if this is meant as a joke) — or continuing to send similar messages having already been asked to stop
- email threats
- posting blogs and leaving comments on social networking sites
- propagating defamatory gossip about employees on email, text messaging, social networking sites and blogs
- threats or offensive comments sent to a person's mobile phone via SMS/text messaging services or apps
- Sexual harassment by email — sending persistent emails to a person when previous email approaches have been rejected
- sharing a person's private data online — posting somebody's personal details, i.e. those which they would not normally want to share with strangers, such as home addresses and phone numbers — in such a way that they become available to the general public
- picture/video-clip bullying via mobile phone cameras
- chat room bullying
- bullying via websites



Although similar in many respects to other forms of bullying, cyberbullying also has some very specific features.

- It invades both home and personal space
- The size of the audience can be vast
- Electronically circulated messages can be difficult to control
- The bully may be able to remain relatively anonymous
- It can have a large number of “bystanders” or “accessories”
- Much (if not all) of the bullying may take place outside of working hours

7. Procedure

Awareness-raising — Employees

All employees will be made aware of this policy and its fellow policy on bullying and harassment, in particular:

- what constitutes cyberbullying (the list will not be exhaustive)
- that cyberbullying is unacceptable behaviour which will lead to disciplinary action
- how to report any incidents of cyberbullying to which they have been subjected or of which they become aware.

Awareness-raising — Managers

Managers should be in the best position to notice if a member of staff is distressed at work and should investigate the cause. Managers will also be given support in the policy and how it should be applied.



8. Dealing with Cyberbullying Incidents

There is often some evidence after cyberbullying has taken place. Employees should be encouraged to pass this on to their managers.

The following advice should be given to those experiencing cyberbullying.

- Do not retaliate or reply
- Block or remove offenders from contact lists
- Review the information you are giving out

If the person responsible for the bullying is identified, sanctions will be applied under the organisation's disciplinary procedure.

The following sanctions might be implemented, depending upon the nature and severity of the bullying:

- dismissal of the person responsible for the cyberbullying
- restricting the use of equipment, such as mobile phones, during working hours
- limiting or withdrawing access to the internet for a set period of time
- contacting the police, where the cyberbullying is sufficiently severe
- informing external agencies such as social networking or email member sites.



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