



ZERO TOLERANCE POLICY

Chalford Parish Council is committed to providing a safe and secure working environment and acts or threats of physical violence, intimidation, harassment, verbal abuse or coercion which an employee is subjected to during the course of their duties will not be tolerated.

The Council will deal with all instances of violence or abuse in a robust and proactive manner. The Zero Tolerance Policy has been put in place to reduce the risk and to enable staff to manage an aggressive or violent situation should it arise.

An act of work-related violence or aggression is defined as any incident in which a person is faced with an aggressive or violent situation, is verbally or physically abused, threatened or assaulted whilst undertaking duties expected of them in the course of their employment, regardless of the location at which it occurs.

These include, but are not limited to:

Verbal Abuse: any verbal abuse issued with the intent of creating distress, fear or intimidation to another individual, or group of individuals.

Physical Abuse: any intentional movement of the body which may include touching, gesturing, pushing, striking, stalking, spitting, any unwanted intrusion of "reasonable space" of an employee or an intentional use of any object towards an individual.

Creating a Hostile Working Environment: any intentional non-physical action that can be considered intimidating or harassing or which involves the explicit or implicit challenge to the safety, well-being or health of an individual.

A Hate Crime: any criminal offence, perceived by the victim or any other person as being motivated by hostility or prejudice based upon the victim's disability, race, religion or belief, sexual orientation or gender identity. This could include verbal abuse, physical assault, damage to property, threats, intimidation or harassment. If no criminal offence is committed it will be recorded as a hate incident.

The Council will make clear its stance on zero tolerance through prominent information in public places on its web site and at the Parish Centre and will use the full extent of the law to protect its employees and support them in the prosecution of offenders.

Roles and Responsibilities

Councillors/Clerk

Councillors must commit to a Zero Tolerance Policy to ensure the safety of all employees of the Parish Council. And that the Policy and agreed procedures are appropriate and updated on a regular basis.

The Clerk should ensure that the Council's policy and agreed procedures are communicated to visitors to the Parish Centre and members of the public and residents and that the Council will report any assaults on employees to the Police

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: August 2023

Approving committee: Finance & Management Committee

Date of committee meeting: 12th September 2023

Policy version reference: Version 2

Supersedes: 16.06.2021

Policy effective from: 12th September 2023

Date for next review: August 2026