

Reporting and disciplinary procedures

Reporting

What to do if you consider you are subject to bullying or harassment, or conduct that falls short of the BDA's standards of work behaviour

The BDA is committed to ensuring that all members and staff are treated with dignity and respect, and in particular that there is no harassment or bullying in the workplace. The examples of harassment provided in the 'Dignity at Work' policy will be treated as disciplinary matters, though every complaint will be investigated independently in order to establish the facts.

Your first step is to decide whether the inappropriate behaviour can be dealt with informally by yourself. This might be because the act itself is relatively minor, isolated, or clearly unintentional. In these situations it is possible that the matter can be resolved immediately by letting your colleague know that the behaviour in question is unacceptable to you, and should be avoided in future.

If you feel uncomfortable about raising the issue directly with your colleague, or if you consider the behaviour is more serious because it was deliberate, part of a persistent pattern, or serious in nature, or has been repeated despite having discussed a previous incident informally, then you should report the matter in the first instance to your line manager (for staff) or Committee Chair (for members). If it is inappropriate to discuss the matter with your line manager or Chair, or if you are dissatisfied with their response, then you should seek advice, as appropriate as set out below.

For staff

- Human Resources Manager
- Staff representative
- Your line manager's line manager
- A trusted colleague

For members

- The Chair of the Principal Executive Committee (PEC)
- The Chair of the Audit Committee
- The Secretary to the PEC
- The Chief Executive

Staff or members may formally raise a complaint through the grievance procedure, available from either the Human Resources Manager (for staff) or the Secretary to the PEC (for members). Even if a complaint is raised without invoking the grievance procedure, the recipient of the complaint will treat the matter as a grievance if they consider the matter is sufficiently serious.

Members who have a complaint about the behaviour of a member of staff when using the services of the Association, or when in contact with a member of staff in their capacity as a member, should address their complaint to the Secretary of the PEC, who will investigate the matter in liaison with the Human Resources Manager. The member may appeal to the Chief Executive if they are dissatisfied with the response to their complaint.



What to do if you know or suspect that staff or members may be involved in activities that breach the BDA's Standards of Service and Conduct.

If you know or suspect breaches of the BDA's Standards of Service and Conduct by others then you should share your concerns with an appropriate contact within the Association (options are set out above), and you can also refer to the procedural advice set out in the Association's Whistleblowing policy, available from either the Human Resources Manager or the Secretary to the PEC.

What to do if you have a potential conflict of interest, or suspect that conflicts of interest are not being managed by others

The Conflicts of Interest policy sets out the actions that should be taken if an individual has a potential conflict of interest or wishes to share their concerns about the suspected existence of conflicts elsewhere.

Disciplinary procedures

Members of staff may be subject to disciplinary action and appropriate sanctions in regard to breaches of the BDA's Standards of Service and Conduct. All such actions will be managed by the Human Resources Manager within the policies of the Association.

BDA members may be subject to referral to the Association's Ethics Committee in regard to breaches of the Standards of Service and Conduct policy. A decision on referral will be made by the Chief Executive, and the Ethics Committee may, following investigation, apply appropriate sanctions provided to it by the Articles of Association.