

HORNSEA TOWN COUNCIL

Zero Tolerance Policy

Commitment to a Safe and Respectful Environment

# Introduction

Hornsea Town Council is dedicated to providing a safe, respectful, and inclusive environment for all members, employees, and the public. Our Zero Tolerance Policy is designed to ensure that harassment, bullying, discrimination, and any form of inappropriate behaviour are not tolerated within any council-related activities or premises.

# Scope

This policy applies to:

* All Council members and employees
* Volunteers and contractors
* Members of the public interacting with the Council

It covers all Council-related activities, including meetings, events, communications, and social media interactions.

# Definitions

Harassment: Any unwelcome behaviour that creates an intimidating, hostile, or offensive environment.

Bullying: Repeated aggressive behaviour intended to harm, intimidate, or control another individual.

Discrimination: Unfair treatment of individuals based on characteristics such as race, gender, age, disability, sexual orientation, or religion.

# Policy Statements

Hornsea Town Council commits to the following principles:

* All individuals have the right to be treated with dignity and respect.
* Any form of harassment, bullying, or discrimination will not be tolerated.
* Complaints will be taken seriously and handled promptly, confidentially, and impartially.
* Retaliation against individuals reporting incidents is strictly prohibited.

# Reporting Procedures

Individuals who experience or witness inappropriate behaviour should report it immediately to the Town Clerk or Chairman. The following steps outline the reporting and investigation process:

* Submit a written complaint detailing the incident(s) to the Town Clerk/Chairman.
* The Town Clerk/Chairman will acknowledge receipt of the complaint within three business days.
* An impartial investigation will be conducted, involving interviews and review of relevant documentation.
* The complainant and the accused will be informed of the outcome of the investigation.
* Appropriate corrective actions will be taken based on the findings.

# Consequences of Policy Violations

Violations of this policy may result in disciplinary actions, including but not limited to:

* Verbal or written warnings
* Suspension from Council activities
* Termination of employment, contract or volunteer status
* Legal action, if applicable

# Monitoring and Review

This policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from Council members, employees, and the public will be considered in the review process. Any updates or changes to the policy will be communicated to all stakeholders.

# Conclusion

Hornsea Town Council is committed to fostering a safe and respectful environment for all. By adhering to this Zero Tolerance Policy, we aim to uphold the values of dignity, respect, and equality in all our interactions and activities. Together, we can create a community where everyone feels valued and protected.

Adopted – Town Council meeting – 28th April 2025

Minute ref: 11) iii)