

BULLYING AND HARASSMENT PROCEDURE



KNITTING & CROCHET GUILD

Approved 8th January 2026

For simplification of language only, throughout this procedure 'bullying' refers to both bullying and harassment.

Actions in the event of bullying

It is the responsibility of everyone interacting with the Guild to bring incidents of bullying to the attention of someone in a position of responsibility within the Guild when these incidents take place at an event or task organised by or overseen by the Guild. This includes, for example, Regional Days, Shows and Events and teams of volunteers working together on tasks (whether in person or virtually) such as the Board and the Collection Team.

In the first instance, the most senior Guild representative local to the incidents of bullying should be informed (for example, the Branch Coordinator or the Team Leader) as it may be possible to prevent further instances simply and quickly.

If the bullying is by a member of the Board or a volunteer in an area of responsibility within the Guild, in the first instance the lead volunteer in each area should be informed. If this is not possible or practical, then the Chair or Vice-chair of the Board (or another Board Post Holder) should be informed.

The complaints procedure must be followed if the bullying cannot be resolved locally and immediately.

The following actions (if appropriate) may be taken to prevent further occurrences:

- Discuss with the people concerned.
- Replacing volunteers and others in positions of responsibility.
- Providing guidance to the lead person in the area involved.
- A membership may be revoked in severe cases of bullying by a member.
- Branch coordinators may (in severe cases) ban the bully from branch meetings (whether the bully and victim are Guild members or not).