
WORKPLACE BULLYING AND HARASSMENT POLICY

Brigidine Asylum Seekers' Project (BASP)

Inspired by the gospel imperative "I was a stranger and you made me welcome."

1. Purpose

BASP is committed to creating and maintaining a safe, respectful, and inclusive environment for all Board members, staff, volunteers, asylum seekers, program participants, partners, and visitors.

Bullying and harassment are incompatible with BASP's mission of welcome, dignity, and compassion, and will not be tolerated in any form.

This policy sets clear expectations for behaviour and outlines the processes for reporting and responding to any concerns.

2. Scope

This policy applies to:

- Board members
- Staff
- Volunteers
- Contractors and consultants
- Anyone representing BASP in any capacity

It covers all activities undertaken on behalf of BASP, whether on-site, off-site, or online.

3. Definitions

3.1 Bullying

Workplace bullying is repeated and unreasonable behaviour directed towards a person or group that creates a risk to health and safety. It includes, but is not limited to:

- Verbal abuse, insults, or belittling comments
- Excluding or isolating someone
- Spreading rumours or misinformation
- Unjustified criticism, persistent nitpicking, or unreasonable demands
- Deliberately withholding information needed for work
- Threats, intimidation, or sabotage of a person's work

3.2 Harassment

Harassment is any unwelcome behaviour that offends, humiliates, or intimidates a person. It may be a single incident or repeated behaviour.

Harassment includes:

- Offensive jokes or comments
- Unwanted touching or physical contact
- Displaying offensive material
- Derogatory remarks about someone's identity or personal circumstances

3.3 Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favours, or conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated.

3.4 Discrimination

Unfair treatment based on characteristics such as race, religion, age, gender, disability, sexual orientation, or migration status.

4. Principles

Consistent with the BASP Code of Conduct, all representatives of BASP must:

- Treat every person with dignity, compassion, and respect
 - Foster a safe, inclusive and collaborative working environment
 - Communicate with integrity, honesty, and openness
 - Promote behaviours that uphold the safety and wellbeing of all
 - Challenge inappropriate conduct in safe and respectful ways
 - Uphold privacy, confidentiality, and organisational integrity
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5. Responsibilities

5.1 BASP Leadership (Board, CEO's, other BASP Leaders)

- Model respectful behaviour at all times
- Promote a culture where bullying and harassment are not tolerated
- Respond promptly and sensitively to reports of inappropriate conduct
- Ensure training is provided on respectful behaviour and child and adult safeguarding
- Implement fair and transparent processes when concerns are raised

5.2 Staff and Volunteers

- Treat all colleagues, participants, and community members with respect

- Speak up if witnessing bullying, harassment, or discrimination
- Report incidents in accordance with this policy
- Cooperate with any investigation in good faith

5.3 Visitors and Contractors

Are expected to comply with this policy while engaging with BASP.

6. Reporting Bullying or Harassment

6.1 How to Report

Concerns can be reported to:

- A Co-CEO
- Board Chair

Reports may be made:

- In person
- In writing
- By phone or email

Anonymous reports will be accepted but may limit BASP's ability to investigate.

6.2 What to Report

Include:

- What happened
- When and where it occurred
- The people involved

- Any witnesses
 - Any previous incidents
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7. Responding to Reports

When a report is made, BASP will:

1. Acknowledge the concern promptly
2. Ensure the immediate safety of those involved
3. Assess the information and determine appropriate next steps
4. Conduct an impartial investigation where required
5. Maintain confidentiality as far as possible
6. Communicate outcomes to the relevant parties
7. Implement actions to address behaviour or restore safe working conditions

Actions may include:

- Mediation or facilitated conversation
 - Training or supervision
 - Management directions
 - Disciplinary action
 - Ending a staff or volunteer relationship
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8. Protection from Victimisation

No person will be disadvantaged or penalised for:

- Making a report in good faith
- Providing information
- Supporting someone who makes a complaint

Retaliation will be treated as a serious breach of this policy.

9. Commitment to Safeguarding

All forms of bullying, harassment, or mistreatment towards children, young people, or vulnerable adults must be reported immediately in line with:

- BASP's Child Safe policies
 - Kildare Ministries safeguarding requirements
 - Relevant state legislation
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10. Policy Breaches

Any breach of this policy may result in:

- Additional training or supervision
 - Formal warning
 - Removal from duties
 - Termination of employment or volunteering agreement
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11. Review

This policy will be reviewed every three years or sooner if:

- Legislation changes

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welcome.*

- Organisational needs change
- A significant incident warrants earlier review

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Next Review: 01/03/2029