



The Historic Army Aircraft Flight (HAAF) is committed to providing a safe and respectful work environment for all employees, volunteers, and stakeholders. The HAAF does not tolerate bullying or harassment of any kind and is committed to addressing such behaviour promptly and effectively. This policy applies to all individuals involved with the HAAF, including employees, volunteers, contractors, members, and visitors.

Definition of Bullying and Harassment

Bullying and harassment are defined as any behaviour that is unwelcome, offensive, intimidating, hostile, or degrading, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual. This behaviour can take many forms, including verbal, physical, or written conduct.

Examples of bullying and harassment include, but are not limited to:

- Offensive language or comments
- Sexual harassment
- Racial or ethnic slurs
- Threats or physical violence
- Intimidation or coercion
- Isolation or exclusion from activities or social events
- Spreading rumours or malicious gossip
- Cyberbullying or online harassment
- Discrimination on the basis of age, sex, gender identity, sexual orientation, race, religion, disability, or any other protected characteristic

Reporting and Investigation Process

The HAAF takes all allegations of bullying and harassment seriously and will investigate all reports promptly, impartially, and confidentially. Any individual who experiences or witnesses bullying or harassment should report the incident to their supervisor or the HAAF designated point of contact.



The reporting individual should provide as much detail as possible about the incident, including the date, time, location, and the identity of the alleged perpetrator(s). The HAAF will ensure that the individual making the report is not retaliated against for reporting the incident.

Upon receiving a report of bullying or harassment, the HAAF will initiate an investigation to determine the facts of the incident. The investigation will be conducted by a designated individual or a committee of individuals who are trained in investigating bullying and harassment.

If the investigation determines that bullying or harassment has occurred, the HAAF will take appropriate action to prevent further incidents, which may include disciplinary action up to and including termination of employment or volunteer status.

Prevention and Training

The HAAF is committed to preventing bullying and harassment through education and training. All employees and volunteers will receive training on the HAAF anti-bullying and harassment policy and will be informed of their responsibilities under the policy. Additionally, the HAAF will provide ongoing training to supervisors on how to prevent, identify, and address bullying and harassment in the workplace.

Conclusion

The HAAF is committed to providing a work environment that is free from bullying and harassment. Any individual who engages in such behaviour will be subject to disciplinary action. The HAAF encourages all employees, volunteers, and stakeholders to report any incidents of bullying or harassment, and the HAAF will take prompt and appropriate action to address such behaviour.