



# Cardiff Astronomical Society

## Bullying and Harassment Policy

Version 1.0

18 December 2025

### Document History

Date	Author(s)	Version	Comments
30 <sup>th</sup> Jul 2024	M Bradley	1.0	Document completely rewritten for improved clarity
26th Oct 2025	T Kew	1.0	Annual Review

### Policy

1. It is the policy of Cardiff Astronomical Society (CAS) that everyone engaged in the activities of the Society shall be treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. This includes the bullying or harassment of non-members and members of the public. This policy applies to all Trustees, committee members, volunteers, and ordinary members. The policy will apply to any activity in any location that CAS operates at or arranges. It should be noted that nothing in this policy is a substitute for compliance with UK law and the policy document should be reviewed annually for compliance with any changes to such law.

### What are Bullying and Harassment?

2. Harassment, in general terms is unwanted conduct affecting the dignity of a person where actions or comments are viewed as demeaning and unacceptable to the recipient. It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. It may be face to face or in written communications, such as electronic (e)mail, texts, or by phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

For further guidance see: [www.gov.uk/workplace-bullying-and-harassment](http://www.gov.uk/workplace-bullying-and-harassment).

### Procedures

3. Complaints of bullying and/or harassment, or information from anyone relating to such complaints, will be dealt with fairly, confidentially, and sensitively. Bullying or harassment is a serious issue and will be treated as such.

### Investigation and actions

4. Complaints will be taken seriously and investigated promptly, objectively, and independently. A committee member will be appointed to investigate and will follow guidelines in the links at the bottom of this page. They will produce a report of their findings within 28 days of receipt of the complaint. This report will be sent to a deciding sub-committee which will consist of three other randomly chosen committee members. The sub-committee will make the ruling within 14 days of receipt of the investigation report. A written ruling will be issued to all parties within 7 days of the meeting. The sub-committee will not hear oral evidence but both parties may make written statements. A decision can then be made as to which of the following actions needs to be taken.

a. Informal action

If appropriate, the matter will be dealt with informally; sometimes people are not aware that their behaviour is unwelcome, and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease.

b. Formal action

More serious cases of bullying or harassment will be dealt with under the organisation's disciplinary procedures. Where bullying or harassment are established the member's subscription will be suspended. Once the appeal has been heard and it is established the incident/s occurred, the perpetrator will have their membership terminated.

c. Counselling and Mediation

Counselling or mediation may be considered, particularly where investigation shows no cause for disciplinary action, or where it may be useful to help resolve the issue.

### Appeal

5. If either side wish to appeal the decision of the committee, a writing application must be sent to the board of Trustees detailing the reasons for the appeal within 7 days of the committee decision. The entire board of Trustees shall consider all the evidence and make a final decision within 14 days of receipt of the appeal. The final decision will be issued within 7 days of the meeting. This shall constitute a final response.

6. If either party is still not satisfied with the outcome of the Trustee decision they may contact the Charity Commission following the guidelines on the Charity Commission Website.

### Further Information

7. Further information relating to bullying and harassment can be found at the following sources.

#### Citizens Advice

<https://www.gov.uk/workplace-bullying-and-harassment>

[Charities Commission](#)

Document Review

8. This policy document will be reviewed annually by the CAS Secretary or other society member appointed by the secretary.

\*If any committee member or Trustee is party to the complaint, they shall be excluded from the above process.

M Bradley  
Treasurer and Trustee  
30 July 2024