



Unacceptable Actions Policy

Introduction:

1. This policy sets out the Stratherrick and Foyers Community Trust's (SFCT) approach to actions or behaviour we consider unacceptable. It applies to members of the public, organisations, elected representatives, or those acting on their behalf, who contact us.
2. People contact SFCT for different reasons, including applying for grants, seeking information on projects and funding.
3. SFCT have published a Social Media Policy on the website, and this includes what action will be taken if people post abusive, defamatory or unlawful content.

Policy Aims:

We believe that everyone has the right to be heard, understood and respected. Our colleagues have the same rights. This policy aims to:

- make clear what SFCT considers unacceptable behaviour towards us and our colleagues and that we retain the right to limit access to us if we consider someone's actions to be unacceptable.
- ensure we deal fairly, honestly, consistently and appropriately with people who contact us, including those whose actions we consider unacceptable.
- ensure that unacceptable actions do not impact or disadvantage our colleagues and other people who contact us.

How we define unacceptable actions:

- We understand that people may act out of character in times of trouble or distress. There may have been upsetting or distressing circumstances leading up to their contact with us. We do not view behaviour as unacceptable just because a person is determined.
- Actions of people who are angry, excessively demanding or persistent may result in unreasonable demands on our office or pressure on our colleagues. We consider these unacceptable and aim to manage them under this policy. We have grouped these actions under three broad headings:
 - Aggressive or abusive behaviour.
 - Unreasonable demands.
 - Unreasonable persistence.

Aggressive or abusive behaviour

- Violence is not restricted to acts of aggression that may result in physical harm. It includes behaviour or language (whether oral or written) that may cause our colleagues to feel afraid, threatened or abused.
- Examples of behaviours include threats, physical violence, personal verbal abuse, derogatory remarks and rudeness. We also consider inflammatory statements and unsubstantiated allegations to be abusive behaviour.
- Colleagues understand that anger felt by people who contact us can be about the issue they are raising. However, we expect everyone to treat our colleagues courteously and with respect. Violence or abuse towards our colleagues is unacceptable.

Unreasonable demands

People may make what we consider unreasonable demands through the amount of information they are asking for, the nature and scale of their request or the number of times they contact us. Demands that we consider to be unreasonable will always depend on the circumstances surrounding the behaviour and the seriousness of the issues raised. Examples of these actions include:

- demanding responses within an unreasonable timescale
- insisting on seeing or speaking to a particular employee
- continual telephone calls, emails or letters
- repeatedly changing the substance of the issue
- raising unrelated issues.

We consider demands as unacceptable and unreasonable if they start to impact substantially on our work, for example, a person taking up an excessive amount of our time means we are not able to deal properly with other people who have contacted us or do other work.

Unreasonable persistence

Sometimes people will not, or cannot, accept that we are unable to help them further. Examples of these actions include:

- persistently refusing to accept a decision we have made about an issue or complaint about a public body they have brought to our attention.
- persistently refusing to accept our explanation about what we can or cannot do.
- continuing to pursue an issue without presenting any new information.

The way in which people contact us may be entirely reasonable, but it is their persistent behaviour in continuing to do so that may not be.

We consider the actions of persistent people to be unacceptable when they take up a disproportionate amount of our time and resources.

Managing unacceptable actions

There are very few people whose actions we consider unacceptable but how we manage these actions when they do occur, depends on their nature and extent. If we consider actions to adversely affect our ability to do our work and assist others, we will refer people to our unacceptable actions policy. We will tell the person why we feel their behaviour is unacceptable.

We may restrict contact in person at our offices, by telephone, letter or electronically or by any combination of these. However, we will always try to maintain at least one form of contact. In extreme situations, we may restrict all contact however we will always let the person know why.

The threat or use of physical violence, verbal abuse or harassment towards our colleagues will result in us ending all direct contact with the person. We may report such incidents to the police. This will always be the case if a person uses physical violence or threatens any of our colleagues. If a person uses offensive language, we will ask them to stop. There may be occasions where we require future contact to be through a third party.

Our colleagues will end telephone calls if they consider a caller is aggressive, abusive or offensive. The employee taking the call has the right to make this decision, advise the caller that the behaviour is unacceptable and end the call if the behaviour does not stop. Our colleagues will then inform their line manager immediately that they have taken this course of action, so we can decide what to do next.

If a person repeatedly telephones, visits our office, sends irrelevant documents or raises the same issues, we may decide to take one of the following actions:

- Only take telephone calls from them at set times on set days or put an arrangement in place for only one employee to deal with calls or correspondence from them in the future.
- Require them to make an appointment to see a named employee before visiting our office.
- Require that they only write to us, not visit our offices or call us.
- Return the documents to them or, in extreme cases, advise them that we will destroy further irrelevant documents.
- Take other action that we consider appropriate. We will always tell them what action we are taking and why.

If the person continues to contact us on a wide range of issues, and we consider this action as excessive, we will:

- tell them we will only consider a certain number of issues in a set period of time.
- ask them to limit or focus their requests accordingly.

We consider the actions of some people as unreasonably persistent if, after outlining our concerns and taking any relevant intermediate actions as appropriate, the person continues to dispute our decision. In these cases, we will tell them that we will not accept any more telephone calls or meet with them. The only way they will be able to contact us in the future is in writing. We will read and file their correspondence, and only acknowledge or respond to it if they provide significant new information about the issue or we are required to by law.

Deciding to restrict contact

Colleagues who directly experience aggressive or abusive behaviour from a person who has contacted us has the authority to deal immediately with that behaviour in a manner they consider appropriate to the situation and in line with this policy.

With the exception of such immediate decisions taken at the time of an incident, the Chief Executive Officer carefully considers any decision to restrict contact with a person. Wherever possible, we give the person an opportunity to modify their behaviour or actions before we decide to take further action.

We will tell the person in writing:

- why we have decided to restrict future contact, including listing where we have previously referred them to this policy
- the restricted contact arrangements
- the length of time that these restrictions will be in place, if relevant.

Appealing a decision to restrict contact:

People can appeal our decision to restrict contact. A member of the Audit Scotland Board, who was not involved in the original decision, will consider the appeal. The board member will advise the person in writing that either the restricted contact arrangements still apply, or we agree to take a different course of action.

Recording and reviewing a decision to restrict contact

- We record all incidents of unacceptable actions. If we decide to restrict contact with a person, we note this on the relevant file, appropriate computer records and in our unacceptable actions register.
- We may reconsider our decision to restrict a person's contact with us if they demonstrate a more acceptable approach. Our Chief Executive Officer reviews the status of people with restricted contact arrangements yearly.

Policy availability and review

Copies of this policy are available from our offices and website. We will review this policy every two years to ensure that we are achieving its aims.