

## Harassment Guidance For Staff

# What should I do if I think I'm being harassed or bullied?

### You may be able to sort out matters informally

- The person may not know that his or her behaviour is unwelcome or upsetting. An informal discussion may help him or her to understand the effects of his or her behaviour and agree to change it.
- You may feel able to approach the person yourself, or with the help of someone in human resources, a manager, a nominated Anti-Harassment Advisor or a work colleague. Alternatively, an initial approach could be made on your behalf by one of these people.
- You should tell the person what behaviour of his or hers you find offensive and unwelcome, and say that you would like it to stop right now. You may want to add that, if the behaviour continues, you intend to make a formal complaint to your manager. You should keep a note of the date and what was said and done. This will be useful evidence if the unacceptable behaviour continues and you do wish to make a formal complaint.

### If an informal approach doesn't resolve matters, or you think the situation is too serious to be dealt with informally

- ...you can make a formal complaint by using the Company's Harassment procedure. Inform one of your managers or one of the people nominated to support people against harassment and bullying – their name will be found on posters.

### How it will be dealt with

- All complaints will be investigated promptly and, if appropriate, disciplinary proceedings will be brought against the alleged harasser. You will have the right to be accompanied by a work colleague or trade union representative at any meeting dealing with your complaint. You'll be kept informed of the general progress of the investigation and the outcome of any disciplinary proceedings. The Company will decide on a balance of probabilities, after considering all available evidence, whether harassment or bullying has occurred.
- The Company will treat complaints of bullying and harassment sensitively and maintain confidentiality to the maximum extent possible. Investigation of allegations will normally require limited disclosure on a 'need to know' basis. For example, your identity and the nature of the allegations must be revealed to the person you are complaining about, so he or she is able to respond to the allegations.
- Some details may also have to be given to potential witnesses but the importance of confidentiality will be emphasised to them. If the complaint is upheld, and a person who has been found to have harassed you is kept in the Company's employment, managers may need to be given some information where this is necessary for them to manage the risk of further harassment by that person against you or others.
- Wherever possible, the Company will try to ensure that you and the alleged harasser are not required to work together whilst the complaint is under investigation. This could involve giving you the option of remaining home on special leave. In a serious case, the alleged harasser may be suspended whilst investigation and any disciplinary proceedings are underway.

### Afterwards

- If your complaint is upheld, and the person found to have bullied or harassed you remains in the Company's employment, every effort will be made to ensure, if possible, that, if you do not wish to, you do not have to continue to work alongside the harasser. We will discuss the options with you. These may include the transfer of the harasser or, if you wish, you may be able to transfer to another post.
- If your complaint is not upheld, your senior manager will support you, the alleged harasser and your manager(s) in making arrangements for you both to continue or resume working and to help repair working relationships.
- You have a right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. Equally, making a complaint which you know to be untrue may lead to disciplinary action being taken against you.