HARASSMENT AND BULLYING POLICY STATEMENT v. 1 (reviewed July 2015 TL)

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Reviewed by:	Theresa Lewin
Responsible Director:	Andy Catterall
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V1	October 2015
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Policy Statement on Harassment and Bullying

Liverpool Hope University aims to maintain an environment in which we treat each other with dignity and respect and value each individual's contribution and there is no place in such an environment for any form of harassment.

Harassment is behaviour that has the purpose or the effect of offending, hurting, humiliating, undermining, degrading or intimidating a person or persons or violating dignity[1]. Harassment need not be a series of instances – a single act can amount to harassment. Bullying is an aspect of harassment and is defined as the persistent intent to hurt or humiliate someone. Harassment and bullying may be verbal, non-verbal, written or by other means of communication including electronic.

Harassment is illegal under the Equality Act 2010 and incidents of harassment will be taken seriously by the University and may be grounds for disciplinary action. If you think you are being subjected to harassment in any form (for example, due to your sex, sexual orientation, gender identification, marital status, race, colour, ethnic origin, age, religion or belief, disability or any other reason) the University has procedures in place to address it.

Every effort should be made to resolve complaints of harassment informally and quickly. There are a number of options depending on the nature of the complaint and who is involved:

1. The member of staff can talk/write to the individual who is the subject of the complaint to inform them of the unacceptable behaviour and request that they stop. Informal and amicable resolution of differences is usually much easier if matters are raised quickly. Cessation of the

[1] This includes any harassment in relation to protected characteristics as defined by the Equality Act 2010

behaviour and an apology may be sufficient to bring the matter to a close.

2. If the member of staff does not feel that they can directly approach the individual then they are obliged to bring it the attention of their line manager. If circumstances were the individual is the line manager then the staff member should go to their senior manager. Individuals who bring forward genuine complaints should be assured they will not receive any detrimental treatment for doing so.

3. If a direct approach to the person causing offence or the involvement of an appropriate manager does not solve the problem the matter can be referred for mediation. Mediation is voluntary, confidential and outside of any other University procedure and will take place only if the parties agree.

4. Where the circumstances are not deemed as appropriate for an informal resolution or are unacceptable to proceed with mediation or where an attempt at mediation has failed, then a formal complaint can be made under the University's Conflict Resolution and Grievance Procedure.

Advice and Support for Staff

Advice	Support
Line Manager Your line manager has responsibility for ensuring that complaints of harassment are resolved.	Confidential Counselling A confidential off-site service available for all staff. Leaflets available from the Personnel Office or phone OH Solutions direct on 0151 255 1350
HR Manager Your HR Adviser will provide guidance on where the various sources of help available to you	Staff Equality and Diversity Contact Confidential support on equality matters – Theresa Lewin (lewint@hope.ac.uk) 0151 291 3348

Trade Union Representative Staff can seek support from their Trade Union. Recognised unions at Liverpool Hope University are UNISON for support staff and UCU for academic	
ACAS Free advice on a range of employee related issues can be found at: www.acas.org.uk	