EXAMPLES OF HARASSING / BULLYING BEHAVIOUR

1.1 Harassment and bullying may make someone feel anxious and humiliated. Feelings of anger and frustration at being unable to cope may be triggered. Some people may try to retaliate in some way. Others may become frightened and demotivated. Stress, loss of self-confidence and self-esteem caused by harassment or bullying could lead to job insecurity, illness, absence from work, and even resignation. Job performance could be affected and relations in the workplace could suffer.

1.2 Bullying and harassment includes the use of derogatory remarks which are offensive to the individual, including jokes and ‘banter’ related to any personal characteristics (e.g. race, sex, disability, religious beliefs, creed, colour, nationality, ethnic origin, age, sexual orientation, marital/parental status,).

1.3 Racial harassment includes, but is not limited to, the following types of behaviour:

- Racial physical abuse
- Racial verbal abuse
- Racist graffiti, slogans, political badges, etc.
- Offensive jokes or banter of a racial nature
- Using an offensive manner in communication, which is not used with other employees
- Isolating or excluding

1.4 Sexual harassment encompasses a wide range of behaviour of a sexual nature and advances, including but not limited to:

- Unnecessary and unwanted physical contact, i.e. touching, patting, body contact in passing, standing too close
- Verbal abuse, suggestive and unwelcome remarks, jokes, comments about appearance and private life, innuendo, leering, unwanted advances
- Making requests or demands for sexual favours, including implied or overt promises of preferential treatment, or threats concerning present or future employment status
- The display of sexually offensive visual material in a workplace, such as pin-ups, calendars, books, videos, etc.
• Making comments or suggestions which are lewd and/or lascivious
• Making sexual threats

1.5 Homophobic behaviour is a form of discrimination, harassment or bullying of an individual because of their sexual orientation. Examples of homophobic behaviour include:

• Treating a person less favourably on the grounds that they are lesbian, gay, or bisexual might encompass a wide range of unacceptable behaviours, including:
  • Making sexual threats and intimidation
  • Making provocative, unnecessary and unwanted heterosexual physical contact
  • Verbal abuse, suggestive and unwelcome remarks about appearance and private life
  • Making offensive jokes or offensive name calling

1.6 Other examples of bullying or harassment include:

• Threat of assault
• Actual assault
• Unwanted physical contact
• Mockery
• Persistent shouting at a colleague or patient/client
• Persistent unjustified negative attacks on a colleague’s personal or professional performance
• Undervaluing a colleague’s contribution, such as ignoring a colleague’s opinion
• Public criticism of a colleague/employee
• Copying written documents e.g. e-mails that are critical about someone to others who do not need to know
• Deliberately undermining a competent worker by overloading and constant criticism
• Persistently setting objectives with impossible deadlines or setting
• Unachievable tasks; placing unreasonable demands on a colleague
• Removing and replacing areas of responsibility with lower status, menial or trivial tasks
• Unjustifiable over-monitoring a colleague’s performance, e.g. unreasonable fault-finding, nagging, watching over the person’s every move
• Withholding information with the intent of deliberately affecting a colleague’s performance
• Spreading malicious rumour/making malicious allegations, or insulting someone by words or behaviour
• Unwarranted allegations of harassment
• Non-cooperation, isolation or exclusion by other employees at the workplace
• Open hostility to a colleague, patient or employee
• Abuse of power that results in any form of unfair discrimination
• Unfair treatment
• Making threats or comments about job security without foundation
• Preventing the progression of individuals by intentionally blocking promotion or training opportunities

1.7 Types of interaction where harassment or bullying may occur

Harassment may occur between individuals at all levels within the Trust and from many different groups. Types of interaction where harassment or bullying may occur include:

• Colleague to colleague
• Manager to employee
• Employee to manager
• Employee to service user
• Service user to employee
• Service user to service user
• Other agency or organisation employee to Trust employee and vice versa
• Contractor to Trust employee and vice versa

1.8 This is neither an exhaustive nor exclusive list. However, please note that harassment and bullying are not necessarily face to face. They may also occur in written communications, electronic mail, social media and phone.