

Bullying is a sensitive subject which can be difficult to raise, particularly when you do not know what is likely to happen. The aim of this leaflet is to help guide you to find the support that may help you and to answer some questions that you may have.

It is important to highlight that the University, including NDM, does not tolerate any form of harassment or victimisation and expects all members of the University community, its visitors and contractors to treat each other with respect, courtesy and consideration.

→ What is bullying?

Harassment as defined in the Equality Act 2010 is

“Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”

ACAS (2016) characterises bullying as

“Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.”

Examples of behaviour which may amount to harassment and bullying include (but are not limited to) the following:

- offensive comments or body language
- verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments
- humiliating, intimidating, and/or demeaning criticism
- open hostility
- deliberately undermining a competent person by overloading with work and constant criticism
- isolation from normal work or study place, conversations, or social events
- publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials
- unwanted physical contact, ranging from an invasion of space to a serious assault

All individuals have a responsibility to behave in ways which support a non hostile working environment for themselves and their colleagues.

→ What to do if you feel you are being bullied

It is important that you talk to someone and seek advice as soon as possible. NDM have 13 Harassment Advisors who are trained to listen and confidentially support those who feel they are being bullied:

www.ndm.ox.ac.uk/ndm-harassment-officers

We would encourage you to make yourself familiar with the University Policy and Procedure on Harassment and Bullying. This will explain the process that will be followed to resolve issues both formally and informally. The policy can be found on the University website:

www.admin.ox.ac.uk/eop/harassmentadvice

NDM Harassment advisors

The Harassment Advisors are part of the University's confidential harassment advisor network.

What can the harassment advisor do?

- Listen to staff and students who believe they are being harassed, to clarify the options open to them and to assist them in resolving the matter informally where possible and provide similar support to those accused of harassment;
- Where requested, support individuals throughout the resolution of their concerns. This may include discussing with the individual what they may wish to say or write to the person whom they feel has harassed or bullied them, or how they might approach a senior member of staff for assistance in resolving the issue. This list is not exhaustive, but includes empowering and supporting the individual; and
- Deal with all cases with the utmost confidentiality except in cases where there is an unacceptable risk to a member of staff, student or to the institution.

What can harassment advisors not do?

- approach the alleged harasser in an attempt to mediate or resolve the matter for you;
- act as your representative or advocate; or
- be involved in any formal stage of the process, be it in writing the formal complaint, the investigation, disciplinary or grievance procedures, except by way of giving you the support you need during this time.

→ Additional Support/ Resources to tackle Bullying

Training

The Oxford Learning Institute offers online training on Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace, which helps with addressing bullying. There are other courses on offer to help you which can be found at:

www.admin.ox.ac.uk/eop/harassmentadvice/harassmenttraining

NDM Unconscious Bias Training

Every member of staff, regardless of job type or seniority is required to complete NDM's Unconscious Bias training. If you have not as yet completed yours, or feel like you would like a refresher, please see:

www.ndm.ox.ac.uk/unconscious-bias-training

Micro-Behaviours

We encourage all our staff to view the four short videos that explore micro-behaviours and micro-inequities and the important part they play in our working relationships, and in addressing diversity and inclusion in the workplace

www1.admin.ox.ac.uk/eop/harassmentadvice/harassmenttraining/impactofmicro-behavioursintheworkplace

Online Stress Manager

The University has a confidential online cognitive behavioural system to help deal with stress which can be found at

www.stressmanagerplus.com/landing/oxford.php



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