Bullying or Harassment at Work

Do you feel like you are being bullied or harassed at work?

- Bullying and harassment at work is unacceptable and you do not have to put up with it.

- The University’s policy on bullying and harassment allows you to explore informal resolution to issues without necessarily having to raise a formal complaint or grievance.

- A support network is available to any member of staff who has an issue with bullying or harassment – Just Ask.

- If you are being bullied, keep a record of any incidents that occur.

- If you feel you can, tell the harasser that you find their behaviour unacceptable and ask them to stop. You could do this verbally or in writing (remember to keep a copy).

- Consider if Staff Development can offer you any courses that could help in your situation.

- Remember that as an employee you have the right to:
  - Be treated with respect
  - Express your own feelings
  - Say “no” to unreasonable requests
  - Change your mind
  - Say “I don’t understand”
  - Ask for help

- As an employee you also have a responsibility to:
  - Protect the rights of others
  - Listen to the views of others
  - Be fair and just in your dealings with others

- Read the Dignity and Respect Procedure for more information.