

# **DIGNITY AT WORK AND STUDY POLICY**

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## 2 Purpose and Scope

2.1 This Policy outlines our position on bullying and harassment in the University and provides a framework for people to follow, in order to deal with and challenge bullying and harassment without fear of ridicule or reprisal.

2.2 The University encourages a proactive approach to the early recognition and effective management of bullying and harassment and aims to resolve conflicts sensitively, effectively and speedily if they occur.

2.3 Complaints of bullying and/or harassment will be responded to promptly, in accordance with this framework.

2.4 It should be remembered that bullying and harassment are not determined by the intention of the person who has caused the offence, but by the effect it has on the recipient. It is up to individuals to raise concerns if they find behaviour unacceptable either as a recipient or an observer of an incident.

## 3 Key Aims and Principles

3.1 The aims of the University, as reflected in this Policy, are to:

3.2 Promote a positive working and learning environment in which everyone is treated fairly and with respect;

3.3 Understand that all forms of harassment are unacceptable and that all members of the University have a role to play in creating an environment free from harassment, bullying and victimisation;

3.4 Provide a framework of support for the University Community who feel they have been subject to any form of harassment, bullying or victimisation; and

3.5 Provide a mechanism by which complaints that fall within the parameters of this policy can be addressed.

3.6 The University also follows the following **key principles**:

- a) **Transparency** . the University provides details of who is responsible for dealing with the matter at each stage of the process, and also provides information on what action can be taken if the resolution is unsatisfactory;
- b) **Speed** . the University ensures matters are investigated and outcomes reached in a timely manner whilst ensuring reasonable time for preparation and proper consideration of the relevant matters by students and University staff involved in the process;
- c) **Impartiality** . the University ensures that no person who has any direct interest in any matter is involved in deciding its outcome;

- d) Consistency . the University ensures that outcomes are consistent across similar cases;
- e) Proportionality. the University ensures that outcomes are proportionate to the offence;
- f) Accessibility . the University ensures that all staff and students are able to access this Policy, regardless of disability or domicile;
- g) Confidentiality . the University ensures that all complaints are treated in the utmost confidentiality.

#### **4 Summary**

4.1 The University believes that those within the University Community have the right to feel secure and safe at work and at study and to be treated with dignity. Bullying and harassment, including sexual harassment, in any form will not be tolerated by



5.2.3 Behaviour that is considered bullying by one person may be considered a firm instruction or a reasonable request by another. For this reason we have a robust process in place and will investigate each allegation on its own merit.

5.2.4 Bullying is a form of harassment and may be characterised as any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others. However, it might be obvious or it might be insidious. It may be persistent or an isolated incident.

### **5.3 Sexual Harassment**

5.3.1 Sexual harassment is unwanted behaviour of a sexual nature.

- “ making decisions on the basis of sexual advances being accepted or rejected
- “ practical jokes or telling sexually offensive jokes
- “ shouting, swearing, using nicknames, spreading malicious rumours or being involved in malicious gossip
- “ humiliating or demeaning an individual in front of their colleagues . personal insults, criticisms or public reprimands, belittling or patronising comments, sarcasm
- “







9.1 Responsibility for the effective implementation of the Dignity at Work and Study Policy lies initially with the relevant Campus Dean, supported by Academic Registry, the Director of Student Experience, Wellbeing and Inclusion and the Director of HR.

## **10 The University**

10.1 The University has a corporate and moral responsibility to take active steps to stop bullying and harassment in the organisation and to promote the well-being of all members of the University community. The University aims to provide a safe working and learning environment and create an environment which is free from bullying and harassment.

10.2 The University has a responsibility to ensure that it has a suitable Policy, process and leadership to ensure a safe working and learning environment.

10.3 The University has a responsibility to ensure there is a framework and procedure to work within in order to resolve complaints of a bullying or harassment nature whether they are informal or formal and to advise and signpost all staff and students to appropriate



## Version history

Version	Created/Amended by	Revision summary	Date
V0.1	HR Business Partner Bloomsbury, Deputy Academic Registrar and Director of Student Experience, Wellbeing and Inclusion	Initial Drafting	March 2021
V1.0	Approved by Academic Board	Approval	March 2021