

Harassment and bullying help sheet

This can be described as any unwanted conduct towards an individual because of age, gender (including transgender), sexual orientation, disability, HIV status, race, colour, language, religion and beliefs, political, trade union or other opinion or belief, national or social origin, association with a minority group, domestic circumstances, property, birth or other status: or any personal characteristics exploited to humiliate or demean, and which cause an individual to feel threatened and/or humiliated.

Bullying may be the misuse of power or position to persistently criticise and condemn; openly humiliating and professionally undermining the value of a group or individual's ability, causing a loss of confidence. It is usually an ongoing series of irrational and unfair verbal assaults, though physical violence can be involved and can occur at all levels within the organisation between colleagues, managers and staff, staff to managers, and between professions.

What can you do if you're being bullied or someone is harassing you?

Share your experience: Talk to someone you can trust, who will provide a sympathetic ear and support. Don't feel isolated by trying to deal with it on your own or pretending it will go away.

It's not your fault: If you believe you're being bullied, remember you are not to blame. It's important you take action to stop the bullying.

Talk to the Bully: If you can, try to do this as early as possible to let the bully know how their actions are making you feel and show that you are not scared to raise the subject and tell them that their behaviour is not acceptable. *If you feel unable to do this seek advice and support immediately.*

Keep records: If the bullying behaviour continues, make a note of what has been said or done and when it happened. Try to do this as soon as possible after each incident.

Contact the Confidential Harassment and Bullying Advisors:

If you think you are experiencing any form of harassment or bullying, please contact the Trust's Confidential Harassment and Bullying Advisors.

UHB Bullying & Harassment Line: 0117 342 3406. Or for trainee medical staff contact the PGME mentor on ext. 0117 342 0057.

NBT Bullying & Harassment Line: 0117 340 6224

Read the Bullying and Harassment policy for further advice and information: The Trust has a policy which gives extensive advice on how to tackle harassment and bullying including how to raise an issue formally.

Employees who are victims of harassment or bullying can access counselling support by contacting either the staff harassment advisors or the staff counsellors in Occupational Health. It is vital that managers give employees support following any incident of harassment or bullying. If a fellow employee has committed the act and disciplinary action ensues which might necessitate the attendance of the victim and the alleged perpetrator at the disciplinary hearing (and any subsequent appeal or Employment Tribunal), then the manager should be as supportive as possible. If a patient or relative/visitor has committed the act and the person committing the act is subsequently prosecuted, the Trust will provide as much support as possible to help the employee.

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