

If you feel you are the subject of harassment or bullying, please contact one of our Harassment Advisors or HR for confidential advice and support.

NDS Harassment Advisors



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NDS HR



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Useful Resources

NDS Internet

www.nds.ox.ac.uk/about-us/bh

University Harassment Advice

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

Occupational Health

www.admin.ox.ac.uk/uohs/at-work/mental-health

Online Stress Manager

<https://www.stressmanagerplus.com/landing/oxford.php>

Online Training: Dealing with Bullying and Harassment in the Workplace

<https://online.learning.ox.ac.uk/course/view.php?id=35>

Wellbeing Podcasts

www.mentalhealth.org.uk/help-information/podcasts

Union Representatives

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

Sexual Violence First Response App

www.firstresponseoxford.org

Harassment Hotline: 01865 270760

Email: harassment.line@admin.ox.ac.uk

National Bullying Helpline: 0845 22 55 787

Student Nightline: 01865 270270

OUSU Student Advice Service:

01865 288450/1



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Anti-Bullying Information for Staff and Students



What is bullying?

Bullying is a form of harassment. It is defined by the Equality Act 2010 as characterised by **offensive, intimidating, malicious or insulting behaviour**, or **misuse of power** through means intended to **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

What to do if you feel you are being bullied

Refer to the University Policy and Procedure on Harassment and Bullying

This procedure outlines managing Bullying and Harassment both formally and informally.

www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/ and on the NDS Internet: <http://www.nds.ox.ac.uk/about-us/bh>

Address with the individual

You can face the person and say 'I am sure you are not aware but when you treat me like this (give examples), I feel bullied. Please stop or I will have to use the formal grievance process.'

Keep a diary

Whenever you feel you are being bullied, note down the time, place, who was there, what was said, in what tone, and any other actions.

Mediation

Mediation involves both parties sitting with a trained mediator to discuss the issues. Please contact HR for further details.

Undergo training

The Oxford Learning Institute offers online training on Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace, which helps with addressing bullying. www.learning.ox.ac.uk/

Confide in someone

NDS has three Harassment Advisors who are

trained to listen and confidentially support those who feel they are being bullied. (Please see details overleaf). Alternatively, you can call the Harassment Hotline 01865 270760 for confidential advice.

Refer to Occupational Health

If bullying is having an affect on your physical or mental health, a referral can be made to Occupational Health. Please contact HR for a management referral or www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/

Student Advice Service

Specifically designed for students to provide support in a wide range of situations, contact <http://ousu.org/advice/student-advice-service/>

Online Stress Manager

The University has a confidential online cognitive behavioural system to help deal with stress which can be found at <https://www.stressmanagerplus.com/landing/oxford.php>

Formal Complaint

If all other actions have failed to resolve the issue, or the situation is sufficiently serious, a formal complaint can be made against the person you feel is bullying you to the Head of Department/ Head of Medical Sciences. Division as appropriate.