

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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### Sources of Support

**NDS Internet**  
[www.nds.ox.ac.uk/about-us/bh](http://www.nds.ox.ac.uk/about-us/bh)

**University Harassment Advice**  
[www.admin.ox.ac.uk/eop/harassmentadvice](http://www.admin.ox.ac.uk/eop/harassmentadvice)

**Occupational Health**  
[www.admin.ox.ac.uk/uohs/at-work/mental-health](http://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](http://www.mentalhealth.org.uk/help-information/podcasts)

**Union Representatives**  
<http://www.admin.ox.ac.uk/eop/harassmentadvice/sourcesofadvice>

**Sexual Violence First Response App**  
[www.firstresponseoxford.org](http://www.firstresponseoxford.org)

**Harassment Hotline:** 01865 270760  
**Email:** [harassment.line@admin.ox.ac.uk](mailto: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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## Common Bullying Questions Answered



## **Introduction**

Bullying is a sensitive subject which can be difficult to raise, particularly when you do not know what is likely to happen. Below are some questions which are regularly raised in relation to bullying.

### **Common Questions on Bullying**

#### **Will my complaint be confidential?**

Yes. Any formal or informal complaint will be dealt with by a small number of select people who will retain confidentiality. You will also be asked to retain confidentiality where appropriate.

#### **Will I be supported if I make a complaint?**

Yes. You will be supported by the department and you have the right to bring a colleague or union representative to any formal meetings you are invited to. However, should their availability limit the progress of the process, you may be asked to find someone else or to attend a rearranged meeting alone.

#### **Does bullying need to be face to face?**

No. Other communication mechanisms can be a route for bullying, including, the Internet, email, social networking sites, telephone etc.

#### **Will I be treated differently for raising a complaint?**

No. The fact that you are raising a complaint means that you cannot be treated differently for reason of that complaint. That is victimisation and is an offence under University policy.

#### **Will I be treated differently if I support someone who has complained of bullying?**

No. Again, if you are treated differently for supporting someone, this is victimisation and is an offence under University policy.

#### **Will I still receive a reference if I make a formal complaint?**

Yes. Whilst this may not be supplied by your direct manager / PI, another member of the department will supply one.

#### **I have witnessed bullying in others, can I report it?**

Yes. All bullying is reportable and once aware we can offer support to the individual. However, if the individual against whom the bullying behaviour was aimed at is not prepared to support your allegations, it may be difficult for the department to take it further formally.

#### **I am being bullied by someone junior to me. Can I still report it?**

Yes. Bullying and harassment can apply to all relationships and not just top down. Bullying in any direction is wrong.

#### **I am being bullied by someone outside the department. What should I do?**

You can still speak to an NDS Harassment Advisor or NDS HR. Please see their details overleaf.

#### **I have made a complaint and I feel as though I am wasting my time. Is it worth it?**

Yes. It can be frustrating where action is not visible, and it seems as though nothing has changed. Please rest assured that appropriate action will be taken for every complaint that is received.

#### **Is it possible for bullies to be dismissed?**

Yes. However, the process takes time and a number of factors need to be present. However, sustained behaviour considered to be bullying can lead to dismissal for any employee, from support staff to academics.

