

## RDM Harassment Officers

If you have any further questions, please contact your Harassment Officers or HR.

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All members of the University have a personal responsibility for complying with the University Harassment Policy and must demonstrate active commitment to the Policy by:

- Treating others with dignity and respect.
- Discouraging any form of harassment by making it clear that such behaviour is unacceptable.
- Supporting any member of the University who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

## Sources of Support

### RDM web pages:

<https://www.rdm.ox.ac.uk/intranet/personnel/anti-harassment-and-bullying-web-page-2>

### University Harassment Advice

[www.admin.ox.ac.uk/eop/harassmentadvice](http://www.admin.ox.ac.uk/eop/harassmentadvice)

### Occupational Health

<http://www.admin.ox.ac.uk/uohs/mentalwellbeingresilience/>

### Online Training — Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace

[www.learning.ox.ac.uk/seminar\\_desc.php?cat=az&ls=&cc=MAN/HAR/ONLI&page=3&id=2046](http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=MAN/HAR/ONLI&page=3&id=2046)

Lynda.com— [www.learning.ox.ac.uk/courses/lynda](http://www.learning.ox.ac.uk/courses/lynda)

On-line courses including difficult conversations, assertiveness, emotional resilience at work

### Union Representatives

[www.admin.ox.ac.uk/eop/harassmentadvice/sourcesofadvice](http://www.admin.ox.ac.uk/eop/harassmentadvice/sourcesofadvice)

## Other Information

Harassment Hotline: (2)70760

Email: [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)

National Bullying Helpline: 0845 22 55 787

## Additional support for students

Nightline: (2)70270

OUSU Student Advice Service:

Email: [advice@oxfordsu.ox.ac.uk](mailto:advice@oxfordsu.ox.ac.uk)



## Anti-Bullying Information for Staff and Students



Radcliffe Department of  
Medicine

University of Oxford

## What is bullying?

Bullying is a form of harassment. A person subjects another to **harassment** where they engage in unwanted and unwarranted conduct which has the purpose or effect of:

*violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.*

Examples of behaviour which may amount to harassment and bullying include (but are not limited to) the following:

- unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
  - i. inappropriate body language
  - ii. sexually explicit remarks or innuendoes
  - iii. unwanted sexual advances and touching
- offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments, humiliating, intimidating, and/or demeaning criticism
- persistently shouting at, insulting, threatening, disparaging or intimidating an individual
- constantly criticising an individual without providing constructive support to address any performance concerns
- persistently overloading an individual with work that s/he cannot reasonably be expected to complete
- posting offensive comments on electronic media, including using mobile communication devices
- threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission
- deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
- isolation from normal work or study place, conversations, or social events

- publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

## What to do if you feel you are being bullied? – Support available

### Confide in someone

You may, in the first instance, wish to discuss the matter with a friend or colleague. Alternatively, in RDM, there are Harassment Advisors who are trained to listen and confidentially support those who feel they are being bullied.

### Refer to the University Policy and Procedure on Harassment and Bullying

This procedure outlines managing Bullying and Harassment both informally and formally. [www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure)

### 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 harassment procedure'.

### 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 a trained independent third party – a *mediator* – who will help both sides come to an agreement. Please contact HR for further details.

### Training

If you would like to challenge the inappropriate behaviour yourself but do not feel confident to do so, the following training may help:  
OLI's Challenging Behaviour: Dealing with bullying and

harassment in the workplace or Assertiveness training. [www.learning.ox.ac.uk](http://www.learning.ox.ac.uk)

Please see posters for details of the Harassment Advisors or go to the RDM website:

<https://www.rdm.ox.ac.uk/intranet/personnel/anti-harassment-and-bullying-web-page-2>

Alternatively, you can contact the Harassment Hotline (2) 70760 to request an advisor outside of your department.

### Refer to Occupational Health

If bullying is having an effect on your physical or mental health, a referral can be made to Occupational Health. Please contact HR for a management referral or <http://www.admin.ox.ac.uk/uohs/mentalwellbeingresilience/>

### Student Advice Service

Specifically designed for students to provide support in a wide range of situations, contact <https://www.oxfordsu.org/wellbeing/student-advice/>

### 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.

### Further information available from your local HR officer or on the RDM website :

- *Common Bullying Questions Answered for Staff and Students*
- *Bullying and Harassment: some facts, and how to help yourself*