

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

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

Lynda.com— 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

Other Information

Harassment Hotline: (2)70760

Email: 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



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 21 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

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

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*