

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



Common Bullying Questions Answered



Radcliffe Department of
Medicine
University of Oxford

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 or PI, another member of the Department will supply one. For posts in academia, any collaborating PIs, the Head of RDM Division or Head of Department will provide references. For other employment, HR will provide a reference.

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

Yes. All bullying is reportable and once we are 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 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.

Will I find out what action the Department will take?

This is unlikely as any action taken is between the Department and the individual and therefore is classed as confidential. However, the Department takes action on all allegations of bullying.

It is 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.

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

- *Anti-Bullying Information for Staff and Students*
- *Bullying and Harassment: some facts, and how to help yourself*

