TRINITY COLLEGE BRISTOL

HARASSMENT AND BULLYING

A) POLICY

1. All staff and students have the right to work and study in an environment which is free from harassment and bullying. This policy has been written to support the development of a working and learning environment in which harassment and bullying are known to be unacceptable and where individual staff members and students have the confidence to complain, without fear of reprisal or recrimination, in the knowledge that their concerns will be dealt with seriously, appropriately and fairly.

2. We cannot accept any form of harassment and seek to ensure that the college's working and study environment is sympathetic to all our staff and students. In our working and study relationships we aspire to the highest standards of respect, courtesy and professionalism.

3. We have published these procedures to inform staff and students of the type of behaviour that is unacceptable and provide those who are the victims of harassment or bullying or victimisation with a means of redress.

4. We recognise that we have a duty to implement this policy and all staff and students are expected to comply with it.

B) EXAMPLES OF HARASSMENT

Harassment takes many forms and staff or students may not always realise that their behaviour constitutes harassment. Harassment is a form of behaviour directed by a person or persons towards someone else or a group of people who finds the behaviour offensive or disturbing. The victim may be harassed on account of difference, including ethnic origin, skin colour, nationality, gender, family or marital status, sexual orientation, religious beliefs, age, disability, as well as many other causes. Examples of harassment include:

a. offensive jokes, gossip, innuendo, written messages, etc;

b. bullying, intimidatory or humiliating behaviour;

c. systematic exclusion from social activities or deliberate isolation from work relationships;

d. displaying abusive or offensive writing or material or gestures;

e. physical contact, including inappropriate touching and physical assault; and

f. abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against staff or students committing any form of behaviour which, in the college's view, would be regarded by a reasonable person as constituting harassment.

C) COMPLAINING ABOUT PERSONAL HARASSMENT

1. Informal complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior person of your choice (whether or not that person has a direct supervisory responsibility for you, if you are a member of staff) as a confidential helper. This

person cannot be the Principal or Executive Director, who may be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the perpetrator, and your confidential helper can assist you in this.

2. Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Principal or Executive Director as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

a. the name of the alleged perpetrator;

b. the nature of the alleged harassment;

c. the dates and times when the alleged harassment occurred;

d. the names of any witnesses; and

e. any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action, as appropriate, to separate you from the alleged perpetrator to enable an uninterrupted investigation to take place. In the case of staff members, this may involve a temporary transfer of the alleged perpetrator to another work area or suspension with pay until the matter has been resolved.

The person dealing with the complaint will carry out a thorough investigation in accordance with our disciplinary procedure. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

When the investigation has been concluded, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged perpetrator.

If you or the alleged perpetrator are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged perpetrator.

E) GENERAL NOTES

1. If the report concludes that the allegation is well founded, the perpetrator will be the subject of disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal against the disciplinary action by using our disciplinary appeal procedure. A student may use the Student Disciplinary Procedure appeals process.

2. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

3. The person hearing an appeal will not have been involved in any earlier investigation relating to the case.