

DIGNITY AT WORK AND STUDY POLICY

CONTENTS

	Page
1 Introduction	3
2 Purpose and Scope	4
3 Key Aims and Principles	4
4 Summary	5
5 Definitions	5
5.1 Harassment	5
5.2 Bullying	6

2 Purpose and Scope

2.1 This Policy outlines our position on bullying and harassment in the University and provides a framework for people to follow, in order to deal with and challenge bullying and harassment without fear of ridicule or reprisal.

2.2 The University encourages a proactive approach to the early recognition and effective management of bullying and harassment and aims to resolve conflicts sensitively, effectively and speedily if they occur.

2.3

- d) Consistency . the University ensures that outcomes are consistent across similar cases;
- e) Proportionality. the University ensures that outcomes are proportionate to the offence;
- f) Accessibility . the University ensures that all staff and students are able to access this Policy, regardless of disability or domicile;
- g) Confidentiality . the University ensures that all complaints are treated in the utmost confidentiality.

4 Summary

4.1 The University believes that those within the University Community have the right to feel secure and safe at work and at study and to be treated with dignity. Bullying and harassment, including sexual harassment, in any form will not be tolerated by

5.2.3 Behaviour that is considered bullying by one person may be considered a firm instruction or a reasonable request by another. For this reason we have a robust process in place and will investigate each allegation on its own merit.

5.2.4 Bullying is a form of harassment and may be characterised as any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others. However, it might be obvious or it might be insidious. It may be persistent or an isolated incident.

5.3 Sexual Harassment

5.3.1 Sexual harassment is unwanted behaviour of a sexual nature.

- " making decisions on the basis of sexual advances being accepted or rejected
- " practical jokes or telling sexually offensive jokes
- " shouting, swearing, using nicknames, spreading malicious rumours or being involved in malicious gossip
- " humiliating or demeaning an individual in front of their colleagues . personal

9.1 Responsibility for the effective implementation of the Dignity at Work and Study Policy lies initially with the relevant Campus Dean, supported by Academic Registry, the Director of Student Experience, Wellbeing and Inclusion and the Director of HR.

10 The University

10.1 The University has a corporate and moral responsibility to take active steps to stop bullying and harassment in the organisation and to promote the well-being of all members of the University community. The University aims to provide a safe working and learning environment and create an environment which is free from bullying and harassment.

10.2 The University has a responsibility to ensure that it has a suitable Policy, process and leadership to ensure a safe working and learning environment.

10.3 The University has a responsibility to ensure there is a framework and procedure to work within in order to resolve complaints of a bullying or harassment nature whether they are informal or formal and to advise and signpost all staff and students to appropriate

Version history

Version	Created/Amended by	Revision summary	Date
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