

If you feel you are the subject of harassment or bullying, please contact one of our Harassment Advisors or HR for confidential advice and support.

### Harassment Advisor

#### **Lynne Roberts**

PA to Professor Sullivan and Professor Roberts  
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lynne.roberts@paediatrics.ox.ac.uk

### HR, Department of Paediatrics

#### **Sarah Jones**

HR Manager  
01865 226956  
sarah.jones@paediatrics.ox.ac.uk

#### **Andrea Byles**

HR & Graduate Studies Officer  
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### Useful Resources

#### **Department of Paediatrics Intranet**

#### **University Harassment Advice**

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

#### **Occupational Health**

[www.admin.ox.ac.uk/uohs/at-work/mental-health](http://www.admin.ox.ac.uk/uohs/at-work/mental-health)

#### **Online Stress Manager**

<https://www.stressmanagerplus.com/landing/oxford.php>

#### **Online Training: Dealing with Bullying and Harassment in the Workplace**

<https://online.learning.ox.ac.uk/course/view.php?id=35>

#### **Wellbeing Podcasts**

[www.mentalhealth.org.uk/help-information/podcasts](http://www.mentalhealth.org.uk/help-information/podcasts)

#### **Union Representatives**

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

#### **Sexual Violence First Response App**

[www.firstresponseoxford.org](http://www.firstresponseoxford.org)

**Harassment Hotline:** 01865 270760

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

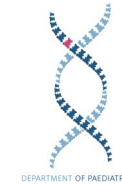
**National Bullying Helpline:** 0845 22 55 787

**Student Nightline:** 01865 270270

**OUSU Student Advice Service:**

01865 288450/1

**Email:** [advice@ousu.org](mailto:advice@ousu.org)



## Anti-Bullying Information for Staff and Students



## **What is bullying?**

Bullying is a form of harassment. It is defined by the Equality Act 2010 as characterised by **offensive, intimidating, malicious or insulting behaviour**, or **misuse of power** through means intended to **undermine, humiliate, denigrate or injure** the recipient. Examples of behaviour which may amount to harassment and bullying include (but are not limited to) the following:

- offensive comments or body language
- verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments
- humiliating, intimidating, and / or demeaning criticism
- open hostility
- deliberately undermining a competent person by overloading with work and constant criticism
- isolation from normal work or study place, conversations, or social events
- publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials
- unwanted physical contact, ranging from an invasion of space to a serious assault

## **What to do if you feel you are being bullied**

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

This procedure outlines managing Bullying and Harassment both formally and informally.

[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 grievance process.’

### **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 both parties sitting with a trained mediator to discuss the issues. Please contact HR for further details.

### **Undergo training**

The Oxford Learning Institute offers online training on Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace, which helps with addressing bullying. [www.learning.ox.ac.uk/](http://www.learning.ox.ac.uk/)

### **Confide in someone**

The Department of Paediatrics has a Harassment Advisor who is trained to listen and confidentially

support those who feel they are being bullied. (Please see details overleaf). Alternatively, you can call the Harassment Hotline 01865 270760 for confidential advice.

### **Refer to Occupational Health**

If bullying is having an affect on your physical or mental health, a referral can be made to Occupational Health. Please contact HR for a management referral or [www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/](http://www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/)

### **Student Advice Service**

Specifically designed for students to provide support in a wide range of situations, contact <http://ousu.org/advice/student-advice-service/>

### **Online Stress Manager**

The University has a confidential online cognitive behavioural system to help deal with stress which can be found at <https://www.stressmanagerplus.com/landing/oxford.php>

### **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/ Head of Medical Sciences. Division as appropriate.