

## **ANTI-BULLYING AND HARASSMENT IN THE WORKPLACE POLICY**

### **Introduction**

1. The University of Bolton strives to ensure an environment where everyone is treated with dignity and respect. All members of the University community have the right to a fair, welcoming and inclusive environment.
2. The University does not tolerate bullying or harassment of any kind and strongly encourages those who have experienced or witnessed this in any form to report such incidents and take action through this policy and procedure.
3. There is an expectation that all members of the University community will uphold the principles of dignity and respect set out in this document. This includes all members of staff, students, partners, visitors, and contractors.
4. This policy and procedure will be published on the University of Bolton website and be made available to all staff, students, partners, visitors and contractors. Everybody within the University community is expected to familiarise themselves with and comply with this policy and procedure.
5. This policy and procedure is to be used where an individual has been subjected to bullying and / or harassment by another individual. Students who wish to make a complaint of bullying or harassment should refer to the [policy](#) at Study Policy and Procedure [here](#).

### **Bullying**

6. Bullying will not be tolerated by the University. Although there is no legal definition of bullying, the Advisory, Conciliation and Arbitration Service (ACAS) defines this as offensive, intimidating, malicious or insulting behaviour





## PROCEDURE

### Early Resolution of Complaints

1. Where possible and appropriate, the University encourages individuals to resolve complaints of bullying or harassment informally before using the formal process. Employees may wish to do this with the support of their line manager or HR. If the complaint is about their manager, they can discuss with the next level of management.
2. Informal resolution is not intended to take away from the seriousness of the issue. However, early informal resolution of complaints can help to reduce stress and worry for all concerned. The other person may be unaware of their behaviour and the impact it is having upon others. Informal feedback can help to give that person a better understanding and opportunity to change or stop their behaviour.
3. In the first instance, it is often helpful for the individual to speak to the other person to explain the situation and how it has made them feel. This can help the other person to understand their concerns and change their behaviour. If unable to do this, they are encouraged to contact their line manager or HR. Contractors or visitors should discuss their concerns with their designated contact at the University.
4. Mediation is another way that employees can resolve issues informally. A neutral person, the mediator, works with individuals who

9.



## **Relevant Policies**

20. The University has a separate policy relating to Equal Opportunities which sets out the specific procedure for seeking support or making a complaint in relation to other acts of discrimination. A copy of the Equal Opportunities Policy can be found [here](#).
21. This document refers to other policies such as the Staff Grievance Procedure and Disciplinary Procedure. These documents can be found on the HR website [here](#).
22. Should employees require any guidance on policy application, they should contact a member of the HR team for further advice.

## **Monitoring and Review**

23. An Equality Check has been completed on this policy.
24. All University policies are subject to periodic review under the equality impact assessment process.
25. This policy will be monitored to assess its effectiveness and updated from time to time.

<b>Policy on Bullying and Harassment in the Work Place</b>	
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