

Dignity at Work (Bullying and Harrassment) Policy

	People Business Partner
Directorate Responsible for Policy:	OD and People
Contact Details:	Human Resources Department Salisbury NHS Foundation Trust Salisbury District Hospital Salisbury Wiltshire SP2 8BJ
Date Written:	October 2006
Date Revised:	Sept 2018
Approved By:	Joint Consultancy Committee Ratified by Operational Management Board
Date Approved:	Approved October 2018 Ratified October 2018
Next Due for Revision:	01 September 2020

1.2	Jenny Hair	08/01/2009	Amendment to Harassment Advisor details in section 4.5
1.3	Nick Child	10/12/2010	Definitions included in section 3.1 with examples and application to the Appendix A Guidelines on Working Well Together
1.4	Nick Child	24/03/2011	Diagram added to section 4 Process and updates to section 5 Monitoring.
1.5	Bank HR Advisor	13/12/2012	Removal of old appendix A, Moved process flow chart into an appendix, added/renamed sections throughout, removal of section, amendment of appendices, update of legal position, completion of new Equality Analysis form, add in mediation explained leaflet at appendix C, para 2 section 2.4 rewritten
1.6	HR Advisor	12/09/2016	Change of title to better reflect ethos of Trust. Cut down length, removed legal references; reference to Trust Values; clarification of formal procedure with reference to grievance and appeals process; addition of DAWAs and Freedom to Speak up Guardian. Added chaplaincy and equality champions references. Removed appendices to include a link to a toolkit.
1.7	People Business Partner	01/11/2018	Section 4 - Process for raising a complaint revised. Alleged bullying and harassment cases now deal with through this policy rather than the grievance policy. General grammatical update to reflect

2. Principles

overbearing supervision or other misuse of power or position
persistent unwarranted criticism
personal insults
bullying and/or harassment that takes place at a work-related event such
as a Christmas Party or a training course
including Facebook and Twitter

Bullying and Harassment does not necessarily occur face to face, it may occur through written communications, visual images (e.g. pictures of a sexual nature or embarrassing photos of colleagues), email or phone.

Whatever form it takes, if it is unwarranted and unwelcome to the individual, it will not be tolerated by the Trust.

Please note that the above list is not exhaustive.

Firm but fair management can sometimes be confused with bullying and harassment. A manager who is fair and consistent is not guilty of bullying and harassment. Differences between firm management and bullying management are outlined in a guidance document as part of the bullying and harassment toolkit available on the intranet. A manager also has a right to monitor information routinely from time to time to check

- o A Dignity at Work Ambassador
- o An Equality Champion
- o A member of the Chaplaincy team
- o Your Trade Union Representative
- o A People Business Partner
- o A member of the Occupational Health Team

Access our confidential mediation service where a qualified mediator will help you to seek an informal resolution to the issues raised against the alleged perpetrator. This service can be accessed by calling the OD and People Department on x4345 and asking for the Mediation Co-

strictest confidence and any breaches in confidentiality will be subject to disciplinary action. You must however expect that in the interests of natural justice, the alleged perpetrator will be given sufficient information or associated documentation to be able to respond to the allegations made against them.

4.3 Dissatisfaction with Process or outcome

Where a complainant feels that their complaint has been inappropriately dealt with, they may raise their concern using the Trust's Grievance Procedure.

5b 'U`Y[YX`dYfdYhfUhc f`a UmUddYU`U[U]bgh'Ubm'gUbW]cb`i g]b[`h\Y`Hfi gh' Appeal Process or, if a formal sanction has not been imposed but they feel they have been

5.5 Occupational Health Service

Any member of staff who is involved in a claim of bullying and harassment may find it helpful to talk to the Occupational Health service. All employees have a right to self-refer to occupational health in confidence. Call on extension 2235 or email occupationalHealth@salisbury.nhs.uk.

5.6 Chaplaincy

Our Chaplaincy team is available to support staff, as well as patients and visitors. The chaplains provide religious, spiritual and pastoral care to anyone and everyone in the hospital who might need it. Whatever your faith, or if you have none, chaplains can be approached to listen and to offer support in any situation, whether personal or work related.

Find them in the Chapel, (on Level 3, next to the Pharmacy); or call and leave a message on ext. 4271; or call Switchboard and ask them to bleep the duty chaplain.

5.7 Equality, Diversity and Inclusion Team

Our Equali

