

Dignity at Work Policy – Employment

(Including Procedure for dealing with Harassment or Bullying)

1. Policy and Procedure Approval

This policy replaces the bullying and harassment policy and code of practice. Brunel University is a community within which all staff are valued for their contribution. The purpose of this policy is to ensure all employees of the University are treated with dignity and respect and work in environments free from bullying, harassment and victimisation. Employees are expected to uphold the core values of respect.

Council approval and endorsement of this policy and procedure was given on 10th July 2014. This policy will be reviewed by Equality and Diversity office at intervals of no greater than three years.

2. Aims & Objectives

It is the aim of the University to promote dignity at work for all staff and students and provide an environment within which all staff are treated with dignity and respect. This policy will give examples of the acceptable and unacceptable standards of behaviour, advise on what to do if a complaint needs to be raised and outline the support available to staff. It also ensures that the University complies with its legal requirements as defined under the Equality Act 2010.

3. Who the policy applies to

The policy applies to all staff employed at the University, or those carrying out duties on behalf of the University regardless of length of service or grade. This includes:

- All employees that hold a contract of employment, honorary staff and staff from other organisations on placement at the University
- Individuals working or acting on the University's behalf including suppliers of goods and services
- Students who are employed through the job shop
- Students completing work experience with the University
- Student mentors
- Where contractors and those employed to work at the University via an external agency have no policy through their agencies, they should adhere to this policy's principles

Employees who are seconded to work with another institution or employer for a period of time should consult the equality and diversity office in the first instance.

Students who feel that their dignity at study has been compromised, or feel that they are being bullied or harassed by a student should refer to the Dignity at Study Policy.

4. Training implications

All managers with a responsibility for the management of staff will need to be aware of the requirements of this policy and related policies, strategies and schemes and should ensure that their direct reports are familiar with its contents. The raising of manager's awareness of the requirements of this policy will be undertaken through the opportunity to attend training and dissemination of the policy.

Managers will be required to make clear to staff the implications of the potential breaching of the law, this policy and of the University's policy on equality and diversity. They should ensure that they and their staff attend the mandatory 'Equally Different' training once they commence employment. They will also be expected to promote equality of opportunity for all and assist with eliminating discrimination.

The Staff Development Office provides regular programmes on Dignity at Work and Equal Opportunities which are open to all staff to attend.

Anti-Harassment Advisors receive separate training on Dignity at Work and their role in trying to resolve issues informally.

5. Monitoring

There will be an Impact Assessment of the Policy in respect of Equality and Diversity and a report annually to the Equal Opportunities and Human Resources Committee, with data monitoring on the number of formal and informal complaints raised through the policy process in the annual equal opportunities and diversity report – staff.

6. Inappropriate use

The University will monitor and investigate instances of unfair treatment and take appropriate corrective action, where necessary.

7. References

Legislation as set out in Appendix four.

8. Policy Statement

As a leading employer, Brunel University is committed to both the principle and the implementation of dignity at work in employment. Brunel University is a modern, respected organisation working to the highest standards. It cannot sustain this unless all employees treat their colleagues with dignity and respect. This policy has been developed as a means of communicating and promoting these aims within the context of the current legislation and the University's Strategic Plan.

All employees at Brunel University are responsible for their behaviour and generally work to the highest standards, both in their professional work and in their dealings with colleagues and students. However some behaviour can cause offence and colleagues do not always treat others as they should. The University can at times be a pressurised environment, which can get in the way of employees providing a high quality, professional service to other parts of the University and students. The University will not tolerate, bullying, harassment, victimisation or intimidation of any individual or group and will act promptly to investigate any complaints and take the relevant actions in light of the findings.

9. How to raise a concern

The University views bullying, harassment and discriminatory behaviour as a serious offence, that could lead to disciplinary action. Behaviour that is unwanted, intimidatory, unwelcome and undermines a person's dignity at work is unacceptable behaviour. Managers have responsibility for ensuring this policy is applied, but all employees are responsible for their own behaviour. Any concerns that an employee has can be raised with the Anti-Harassment Advisors or the equality and diversity office in the first instance and the process is explained further in appendix one.

Where it is found to be that a complaint is false or malicious, formal disciplinary action could be invoked by the University.

Behaviour can be perceived as unacceptable, even if there was no intent to cause offence. Employees may also find behaviour offensive even if it is not directed at them. Standards of behaviour are explained further in appendix two.

The Procurement office, Estates department or any other authorised departments should be notified of any complaints regarding the behaviour of contractors or their employees. Contractors who feel that they have been subject to bullying or

harassment by staff from the University should notify their employer who should inform the University of the alleged incident/s. Contractors will not be victimised or experience any detriment as a result of initiating a complaint.

Responsibility for implementing or initiating action in relation to the Standards of Behaviour is informally through the Anti-Harassment Advisors or the equality and diversity office. This does not prevent employees approaching their line managers in the first instance

If a complaint is raised informally to the Anti-Harassment Advisors or the equality and diversity office and it is considered that was serious in nature or potentially would cause harm to an employee, then this will be investigated further.

10. Harassment

In the Equality Act 2010 harassment is defined as ‘unwanted conduct related to a relevant protected characteristic, or in general terms by the recipient or any reasonable person, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual’.

Harassment may consist of a single event or a series of incident/s that occur. It can be targeted at a specific group of people or an individual. Employees can complain of behaviour they find offensive if they have witnessed it, even if it is not directed at them.

Employees are protected from harassment because others perceive they may have a protected characteristic when they do not. They are also protected if they are associated with (usually a relative) another person who possess a protected characteristic.

11. Third party harassment

The 2010 Equality Act had contained the concept of Third Party Harassment, where employers could be held liable for harassment of their workers by 3rd parties. This also meant that employers could be potentially liable for harassment of their employees by people (third parties) who are not employees of the company, such as customers or clients. It also meant that:

After consultation, the Government repealed this (Section 40) as of 1st October 2013.

However workers who are harassed by a third party may still be able to bring a claim against their employer in the following way:

- If an employee is harassed by a third party and raises this with their employer and the employer takes no action to prevent this happening or continuing an employee could claim, at an Employment Tribunal, that the employer's failure to do so was 'unwanted conduct' related to their 'protected characteristics' (e.g. race, sex, age etc.). This could constitute a breach of the general anti-harassment provisions in the Equality Act (for example a female employee is subject to sexist remarks from a client, but she is 'sent back' to the client against her will and is again subjected to the same remarks. Sending her back is 'unwanted conduct').

An employee could claim that the employer's failure to take reasonable steps to prevent it constitutes a fundamental breach of contract, which entitles the employee to resign and claim constructive dismissal (and unfair dismissal if they have the required length of service).

To this end the University will investigate any complaints of third party harassment by employees, and consider if any action can be taken.

12. Bullying

The Advisory, Conciliation and Arbitration Service (ACAS) describes bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can undermine an individual's self-confidence, competence and self-esteem. There may be an overlap between harassment and bullying.

Bullying can result from a misuse of management power but it is possible for staff to present bullying behaviour towards managers and this is equally unacceptable. Equally, an individual should not use this policy against a manager for the purpose of avoiding the impact of effective or performance management.

Firm management (the use of reasonable measures to improve the quality of work) is not bullying. Examples of reasonable management practices include:

- Setting realistic work objectives, targets and deadlines, monitoring output and supporting staff to enable them to develop
- Setting reasonable standards for work and conduct and monitoring for compliance

13. Victimization

Victimization is defined as the subjection of a person to a detriment because he or she has brought or is going to bring, or is believed to have brought or be going to bring, in good faith, proceedings under the Equality Act 2010. It can also be where a person has given evidence or information in connection with proceedings under the Act; done anything for the purposes of or in connection with the Act; or made any allegations that another person had contravened the Act.

14. At work

At work includes any place where the occasion can be identified with either the requirements of the employer, or with the social events linked to the same employment. This includes incidents outside of work that clearly happen because of the association at work (i.e. a work Christmas party at a restaurant or any other planned work social events) and is associated with unacceptable behaviour at work.

15. Key principles

- i. Ensuring that all employees should be valued for their skills and abilities and treated with dignity and respect. The workplace should be free from bullying, harassment, victimisation or intimidation. If employees are valued then they are less likely to be absent from work or take sick leave
- ii. Ensuring that staff are aware that discrimination that occurs in the workplace on the grounds of ethnicity, gender, age, sexual orientation, religion and belief, disability, pregnancy and maternity and gender reassignment are unlawful
- iii. Ensuring equality of access and opportunity in relation to staff development and career advancement opportunities across the University
- iv. Providing a working environment free from harassment and intimidation and by dealing promptly and effectively with all forms of harassment against University staff, through the application of procedures developed for this purpose
- v. Ensuring that all managers and staff are made aware of their respective roles and responsibilities concerning the implementation of this policy, by disseminating this Policy and providing training where necessary. The policy will be made available on the University's intranet and internet site
- vi. Communicating a clear message to all, that racist, sexist, homophobic, ageist or any other behaviour deemed to constitute any breach of this policy, as well as bullying and harassment will not be tolerated and that the perpetrators will be dealt with accordingly after an investigation and in line with the Disciplinary Policy.

16. Legislation

All University staff and contractors, consultants and agencies working for the University, will have to work in accordance with the principles of equal opportunities and diversity and properly discharge their responsibilities in accordance with:

- The Rehabilitation of Offenders Act 1974
- The Human Rights Act 1998
- Part Time Workers Regulations 2000
- Fixed Employees Regulations 2002
- The Civil Partnership Act 2004
- Marriage (Same Sex Couples) Act 2013
- The Equality Act 2010
- EEC Resolution 1990 on the protection of dignity of women and men at work
- Employment Rights Act 1996
- Public Interest and Disclosure Act 1998
- Employment Relations Act 1999
- Protection from Harassment Act 1997

For a description of each act and types of discrimination refer to appendix one.

17. Standards of behaviour

Behaviour may be perceived as unacceptable, even if there was no intent to cause offence. Behaviour may have overtones that a member of staff finds offensive, even if it was not directed at them. Unacceptable behaviour can take many forms and can range from physical attack to subtle conduct. It can include actions, jokes or suggestions that might create a stressful working environment. It can also include the production, distribution, display or communication and discussion of material that may give rise to offence. It includes behaviour, which deliberately or inadvertently excludes individuals from normal activities in the workplace.

Unacceptable behaviour excludes legitimate actions by a manager to encourage an employee to perform against key objectives and to manage performance appropriately. It also excludes legitimate actions taken within the disciplinary or other formal procedures. It does not exclude persons in authority who use their position however senior to bully, abuse or harass others, or assume a threatening or intimidating management style. Practices, which unfairly discriminate or potentially unfairly discriminate, do not count as legitimate action. This would include abrasive communications via e-mail or any written communication. Care must always be taken when constructing e-mails or any other communication, to ensure that the

vocabulary used conveys information not anger or irritation. (Email etiquette guide is in appendix four).

18. Responsibilities for standards of behaviour

- Overall responsibility for the Dignity at Work policy rests with the Vice-Chancellor, on behalf of the University Senate and Council
- The University is responsible for implementing and reviewing policies and procedures including the Standards of Behaviour (in appendix two)
- The University is responsible for ensuring that the Standards of Behaviour are communicated to all staff and that senior managers ensure that staff at all levels act according to the Standards of Behaviour
- Senior managers are responsible for ensuring that the Standards of Behaviour are upheld by all staff and that the posters showing the Anti-Harassment Advisors are displayed in all workplaces
- Everyone is responsible for ensuring that their own behaviour is of the highest standard and that appropriate and prompt action is taken on offensive behaviour
- All managers are responsible for setting a good example by treating all employees with dignity and respect. They are responsible for ensuring that all their staff and workers are aware of the behaviour expected of them and that unacceptable behaviour is challenged and corrected
- Even a “one-off” incident can cause great offence and damage working relationships if not resolved as quickly as possible. Repeated incidents cause long term damage which causes a breakdown in working relationships in the long term, affecting the efficiency of the service and the morale of the team.
- Everyone is responsible for ensuring that they understand what the Standards of Behaviour require of them and that their conduct does not cause offence

19. Implementation and monitoring

The University will provide training through the HR Directorate on this policy both for managers on how to implement the policy and for staff on how to use the policy. Breaches of this policy are monitored by the equality and diversity office, through the raising of concerns through the Anti-Harassment. If additional training is required then this can be arranged by the HR Directorate.

20. Anti-Harassment Advisors

The University will provide resources for suitable volunteers to be trained and given appropriate work flexibility to support individuals who feel that they are experiencing behaviour that is unacceptable. The Advisors will provide the necessary support to

assist individuals in finding informal resolutions where appropriate or guide them to other options.

21. Issues relating to students

Students who feel that their dignity at study has been compromised, or that they feel they have been bullied or harassed by a student should contact the Student Equality and Diversity Manager in the first instance and refer to the dignity at study policy.

22. Complaints involving staff and students

There can be circumstances where complaints involve staff and students. If an employee has a complaint about a student or a student has a complaint about an employee, they should raise this in the first instance with one of the equality and diversity managers who will then decide how the complaint should be dealt with.

Appendix One

DIGNITY AT WORK: STANDARDS OF BEHAVIOUR

COMPLAINTS PROCEDURE

This procedure can be used by any worker at the University who has witnessed or experienced unacceptable behaviour. (This procedure is not appropriate for use by students as there is a separate dignity at study policy.)

When an individual has experienced or witnessed an incident or incidents of bullying, harassment, discrimination or victimisation, s/he should follow the procedure outlined below. It is recommended that cases are reported to the equality and diversity office and dealt with as soon as possible after an incident takes place. In all but the most serious cases it is desirable to explore informal pathways to resolution before a situation escalates.

STAGE One: Informal Resolution

1.1 Every effort will be made to resolve the issue informally in the first instance. If an employee has instigated the grievance procedure for a first complaint, they may be referred to this policy to enable resolution. Matters should be raised quickly so that they can be dealt with as soon as possible.

1.2 As soon as possible after an individual considers that an incident has occurred, s/he should make it clear to the alleged offender(s) that s/he does not like the behaviour and why.

1.3 If possible ask the offender(s) to stop behaving in this way. This should be done verbally or, if the individual feels too embarrassed or upset to speak to the alleged offender, it could be done in writing. Alternatively, s/he could arrange for a work colleague or an Anti-Harassment Advisor to be present when the matter is discussed if s/he does not wish to be alone with the alleged harasser.

1.4 If an individual feels unable to take action personally, or has asked the offender to stop their behaviour but it has continued s/he is advised to contact their line manager, an Anti-Harassment Advisor or the equality and diversity manager for staff.

1.5 If the individual's line manager is the person alleged to have carried out the offence, the matter can be reported to the next-in-line manager above her/him.

1.6 Any discussion will be confidential and no further action will be taken without consent of the employee concerned unless the employee's health and personal safety are at risk.

1.7 The individual will then be advised of appropriate courses of action, which will generally be one of the following:

- To take no further action at this stage but to record any further incidents and report back within an agreed time limit, enabling the individual to seek further advice in the future if necessary.
- If this has not already been attempted, either the individual, or someone acting on her/his behalf (e.g. an Anti-Harassment Advisor or line manager), should ask the alleged offender to stop the offending behaviour and to keep the situation under review, enabling her/him to seek further advice in the future if necessary.

1.8 If the behaviour persists following an approach, begin to take a note of the date and details of any relevant incidents which distress you, including a note of the impact the incidents have on you.

Mediation

Mediation is a process of dispute resolution in which an impartial third party (the mediator), facilitates a series of private and joint meetings with the parties to identify a mutually acceptable and appropriate resolution.

The University at its discretion may arrange for both parties to attend mediation. The mediator will help to identify what has happened by speaking confidentially to all parties, assess the best way to bring all parties together and explore the issues and build the agreement for future working relationships. Mediation is viewed as confidential between the parties involved.

Conflict coaching

Employees may also be referred to the University's conflict coaching service as an informal mechanism for resolving issues. The service is a free, confidential and informal support service available to all staff that may be experiencing an unresolved conflict at work. There will be a maximum of three sessions and the purpose of the sessions is to help employees find an effective way to respond to difficult issues.

STAGE TWO: Making a Formal Complaint

2.1 The University encourages informal resolution as this does not preclude an employee raising the matter formally at a later stage. If an employee wishes to raise a complaint formally, they should contact the Equality and Diversity Manager for staff in the first instance, who will advise on how to raise a grievance.

2.2 Individuals may consult a trade union representative or professional organisation for support in this process.

2.3 If an individual wishes to make a formal complaint, this should be put in writing in line with the grievance procedure, clearly explaining how they believe the situation can be resolved and submitted to his/her line manager. If the line manager is involved in any of the incidents, then the complaint should be given to the next-in-line manager. On receipt of the complaint the manager must seek to meet with the individual without delay to discuss the complaint and explore whether or not an informal resolution is possible, if this has not been attempted previously and will acknowledge in writing within five working days of receipt of complaint.

Appendix Two

Unacceptable Behaviour

It is difficult to define 'unacceptable behaviour' as in most cases it is the effect the behaviour has on the recipient that makes it 'unacceptable'. The following can only be used as a guide to assist in understanding what may be offensive whether intentional or not. It is not an exhaustive list of all behaviour that may be offensive or unacceptable, merely a guide as to the types of behaviour that may be included.

Examples of appropriate and unacceptable behavioural standards:

Giving an individual constructive criticism about his/her work in front of colleagues -
Unacceptable

Making an appointment with an individual to meet in private, to give constructive criticism about his/her work. - **Appropriate**

A manager sending a derogatory written response e-mail dismissing a colleagues report or proposals. - **Unacceptable**

A manager offering a meeting to discuss a colleagues report or proposals. -
Appropriate

Team member using inappropriate language and/or raised voice to manager in front of peers. - **Unacceptable**

Team member asking to have a meeting with manager to express their opinion in a calm manner. – **Appropriate**

Holding a team meeting regularly outside normal working patterns, which also can be potentially discriminatory against those with childcare or other responsibilities for dependants - **Unacceptable**

Holding a team meeting during the normal core working hours of all workers. -
Appropriate

This is illustrative and not an exhaustive list.

Non-Verbal

- Ostracising / freezing out
- Withholding essential information, resources or training without good reason
- Setting impossible tasks
- Changing priorities or objectives unreasonably
- Unreasonable allocations of duties or work
- Isolating, excluding behaviour
- Deliberate wrongful attributions of blame
- Excluding part time workers from training and development
- Racist graffiti
- Staring/Leering
- Getting too close

Oral

- Shouting
- Swearing
- Abuse
- Nicknames
- Malicious gossip
- Public reprimand / humiliation
- Belittling, patronising comments
- Persistent reminders of past failures

- Unnecessary phone call to someone's home without good reason
- Making fun of disability, using inappropriate terms, e.g. cripple, spastic, handicapped or mimicking speech impairment
- Making fun of age
- Questioning ability due to age
- Racist jokes/ ridicule
- Sexual/ explicit jokes
- Suggestive, explicit language

Physical

- Striking / hitting
- Grabbing a person
- Pushing / jostling
- Practical jokes
- Initiation ceremonies
- Damaging / stealing a person's property
- Hiding a disability aid
- Moving a wheelchair without asking the users permission
- Unsolicited touching of a visually impaired person
- Unnecessary touching
- Indecent exposure
- Stalking/ following

This is not an exhaustive list and each case will be taken on its own merits.

Singling out people because of their gender, race, disability, religion or belief, age, sexual orientation, gender reassignment and responsibilities for dependants or marital status can also constitute harassment even without any specific references to gender, race etc.

Appendix Three

Guidance on Electronic Media Etiquette

Electronic Media Bullying and Harassment includes instant messaging, email, text and online social networking sites i.e. Facebook and twitter. Everyone is accountable for the electronic media they personally send. Electronic media is a very powerful tool and the impact of words or even where recipients are 'placed' in a group can unintentionally hurt, offend or cause misunderstanding.

Best use of electronic media will seek to avoid;

- Flaming (unnecessarily using capitals to emphasise statements or words or to demonstrate excessively punitive attitudes).
- Praising some members of a team and excluding others.
- Copying in others to critical messages that do not relate to their work remit.
- Forcing a member of staff or student to give their permission on their electronic media account allowing intensive monitoring of all electronic media traffic
- Ordering recipients in terms of popularity rather than alphabetically
- Using electronic media to hide behind when being critical or expressing anger rather than having a proper 1-2-1 conversation
- Sending electronic media that are tersely worded or that make criticisms when there has been insufficient investigation of the facts.

This may lead to;

- Causing offence to staff, students or members of the public
- Unwittingly breaking discrimination laws
- Being subject to a complaint of harassment or bullying
- Portraying a negative image of the University
- Misrepresentation and barriers to effective communication

Unacceptable usage of electronic media could lead to disciplinary action.

Appendix Four

Summary of relevant Legislation

Rehabilitation of Offenders Act 1974

Ex-offenders have certain employment rights if their convictions become 'spent', including not having to declare spent convictions and protecting them against dismissal or exclusion (with certain exceptions, such as those working with children or vulnerable adults).

The Human Rights Act 1998

It gives further effect in the UK to rights contained in the European Convention of Human Rights. The Act makes it unlawful for a public authority to breach Convention rights, unless an Act of Parliament meant it could not have acted differently;

Part-time Workers Regulations 2000

These regulations ensure that part-time workers are not treated less favourably than comparable full-time workers.

Fixed-term Employees Regulations 2002

These regulations aim to ensure that employees on fixed-term contracts are treated no less favourably than comparable permanent employees.

The Civil Partnership Act 2004

This Act creates a new legal relationship of civil partnership, which two people of the same-sex can form by signing a registration document. It also provides same-sex couples who form a civil partnership with parity of treatment in a wide range of legal matters with those opposite-sex couples who enter into a civil marriage.

Marriage (Same Sex Couples) Act 2013

This Act makes the marriage of same sex couples lawful in England and Wales, while protecting and promoting religious freedom.

The Equality Act 2010

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

The Equality Act covers the same groups that were protected by former equality legislation - age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity - it extends some protections to some of the groups not previously covered, and also strengthens particular aspects of equality law.

EEC Resolution 1990 on the protection of dignity of women and men at work

Member States are recommended to take action to promote awareness that conduct of a sexual nature, or other conduct based on sex and affecting dignity, is unacceptable.

Sexual harassment is defined as:

- conduct which is unwanted, unreasonable and offensive to the recipient;
- any conduct which is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment or salary;
- any conduct which creates an intimidating, hostile or humiliating work environment for the recipient.

Such conduct may, in certain circumstances, be contrary to the principle of equal treatment.

Employment Rights Act 1996

The Employment Rights Act 1996 came into force on 22 August 1996. It sets out the statutory employment rights of workers and employees. If these employment rights are breached, the Employment Rights Act 1996 gives the Employment Tribunals powers to order compensation to workers and employees.

The Employment Right Act 1996 confers a number of employee rights, including:

- the right to receive a written statement of terms and conditions of employment
- a right to not be unfairly dismissed
- maternity rights
- redundancy provisions, including right to redundancy pay
- statutory minimum notice period for dismissals and reasons for dismissals
- protection of wages

- protection from suffering a detriment in employment, and
- time off from work for public duties.

Public Interest and Disclosure Act 1998

The Public Interest Disclosure Act 1998 was created by parliament to protect whistleblowers from detrimental treatment or victimisation from their employers after they have made a qualifying disclosure.

The Act covers all workers including temporary agency staff, persons on training courses and all persons working for the University but it does not cover volunteers.

Qualifying disclosures are disclosures of information about malpractice. This will include: criminal offences, failure to comply with legal obligations, miscarriages of justice, threats to health and safety of an individual, damage to the environment and a deliberate attempt to cover up any of the above.

To qualify for protection under the Act the disclosure should be made in good faith to his/her employer and genuinely believe that the information is true.

Employment Relations Act 1999

This Act came into force on 27th July 1999 and includes:

- Entitlement to up to 13 weeks Parental Leave for employees to care for child / children. Under the Act this is unpaid, however employers can provide for paid leave in their employment contracts. This came into force on 15th December 1999.
- Right to Maternity Leave after one year's service.
- Entitlement to take a reasonable amount of time off to deal with domestic incidents, this time will be unpaid.
- The right to be accompanied by a fellow employee or trade union representative at a grievance and disciplinary hearing. Colleagues will be allowed reasonable time off during working hours to accompany a fellow worker who is going through a grievance or disciplinary procedure, following authorisation from their line manager.
- Any dismissal for taking parental leave, leave for domestic incidents, extended maternity leave, or accompanying a fellow worker going through a grievance or disciplinary procedure will normally be automatically unfair and can form the subject of an unfair dismissal claim to an employment tribunal.
- Part-time workers given the same rights as full-time workers.

Protection from Harassment Act 1997

The Act makes it a criminal offence to pursue a course of conduct which amounts to harassment of a person. A court may issue a restraining order against someone found guilty of such an offence. Amendments to the Act introduced by the Domestic Violence, Crimes and Victims Act 2004 will also give courts the power to issue a restraining order in certain circumstances against a defendant acquitted of a charge of harassment.

In addition to the criminal offence, the Act also creates a civil statutory tort of harassment, which enables a person to obtain a civil court injunction to stop harassment occurring and to claim damages where appropriate.

Appendix Five

Websites and Contacts

Individuals may contact any of the following for more information:

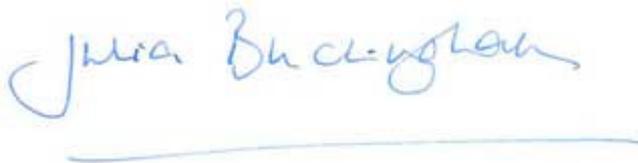
- Your line manager
- Anti-Harassment Advisor
- Equality and diversity office
- Confidential counselling service based on campus
- Trade Union
- External support or advice is also available from the Andrea Adams Trust, a charity that works to reduce the incidence of workplace bullying by promoting a wider understanding of the issue and by providing a professional source of information, consultancy advice and help. They can be contacted at www.andreaadamstrust.org
- Copies of the Equality and Diversity Policy can be obtained from the Human Resources office or by downloading from the University's intranet

Appendix Six

Anti-Harassment Statement

Brunel University values inclusiveness and is dedicated to the principles of equality and diversity. As a result, the University is committed to an inclusive working, studying and living environment that is free from discrimination, intimidation and in which dignity and respect are paramount.

The University takes any issue of harassment, victimisation and discrimination seriously and would not tolerate, from any member of staff, student or third party, language(s) or behavior(s) that are deemed to be offensive or / and discriminatory against its members of staff or students.



Professor Julia Buckingham
Vice-Chancellor
October 2012