

ANNEX A

I think I have been the target of bullying or harassment, what can I do?

If you are experiencing bullying or harassment you should not suffer in silence or feel that you are to blame in some way for inviting bullying behaviour

1. If you are experiencing bullying or harassment you should not suffer in silence or feel that you are to blame in some way for inviting bullying behaviour.

Actions you can take yourself

2. Keep a factual log of all incidents of bullying - dates, times, nature of incident, details of accusations, criticism, emails and other correspondence. This may be needed as evidence should harassment, victimisation or bullying continue or subsequently recur.

3. Try to get witnesses to bullying incidents and avoid situations where you are alone with the bully. Find out if you are the only person being bullied or whether other people are also affected now, or have been in the past. Talk to colleagues and see if they will support you.

4. If possible, clarify your role description is so that you can check whether the responsibilities you are given match it.

5. Research all the available informal and formal options open to you and what support and advice is available including from qualified counsellors, professional associations, trades unions and the police.

The Diocesan Human Resource Team can find you someone who can support and accompany you. If you feel this would be helpful please contact the Head of HR at the Diocesan Office, Old Alresford Place.

Informal action

6. It may be possible for the complaint to be resolved quickly by explaining directly to the harasser or bully the effect their behaviour is having, and that you want it to stop. By trying the informal route you may be able to get the harasser or bully to stop their behaviour and so prevent the matter becoming public, or of escalating and making your situation more difficult.

7. But it has been shown that it is rarely advisable for a target to confront a bully alone, without professional support. Consult the Diocesan Human Resource Team and discuss with them whether to confront the alleged harasser, alone or with the support of a professional mediator or whether you would like them to talk to the alleged harasser on your behalf.

8. Every effort should be made to use informal means, including considering alternative dispute resolution such as mediation or restorative justice, to stop the offensive behaviour

before formal procedures are invoked. But it should also be made clear that if the behaviour continues you will make a formal complaint. This may be enough to sort things out, particularly if the person/s involved was/ were unaware that their behaviour was causing offence.

10. Whenever possible, any complaint of bullying or harassment should be notified, in confidence, to your archdeacon.

Once an outcome has been agreed between the parties, the archdeacon will put measures in place to monitor the situation as appropriate.

11. If the archdeacon decides the matter is sufficiently serious or constitutes gross misconduct, they will make a file note of action taken and, with your permission, institute an investigation under the formal procedures.

Formal action

12. Formal procedures are not dependent on you having to take personal action to ask the bully to stop their behaviour. It is recognised that by its very nature bullying is something that happens over a prolonged period to time and the longer it goes on the more difficult it is to take personal action to confront the behaviour.

13. If the perpetrator is a clergy person or licensed lay worker, and if an informal approach fails or you are unable to make an informal approach, it may be appropriate to use the Grievance Procedure or, in the case of a clergy person, the Clergy Discipline Measure 2003.

14. If the perpetrator is a lay person you should follow the steps in The Diocese of Winchester anti-bullying and harassment procedure. This document is available from the Diocesan Human Resources Team at the Diocesan Office, Old Alresford Place.

The Earlier Action is Taken the Better

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