Procedure for dealing with Staff Harassment & Bullying

What is Harassment?
Harassment is unwanted conduct which has the purpose or effect of violating a person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can be based on:
- Sex/gender identity
- Religion/Belief
- Race
- Sexual Orientation
- Disability
- Age

What is Bullying?
Bullying is the exercise of power over another person through negative acts, or behaviour that undermines that person personally and/or professionally. Bullying is to be distinguished from vigorous academic debate, or the actions of a manager legimately and appropriately invoking approved capability and disciplinary procedures in accordance with UCL policy.

Who should I talk to?
* My line manager or a senior manager
* Designated harassment advisor
* Support also available from Employee Assistance Scheme

Key Points
* UCL is committed to preventing harassment and bullying and creating a culture at UCL in which harassment and bullying cannot flourish
* Allegations of harassment and bullying received either formally or informally through this policy must be taken seriously by managers and dealt with promptly and sensitively
* Where it is possible to resolve the matter by informal means, every effort should be made to do so
* Where a complaint of harassment and bullying is upheld, this could result in disciplinary action being taken against the perpetrator
* UCL will ensure that any member of staff raising a concern under this policy is not victimised as a result.