

# Holding a Team Discussion



#Presspauseandreflect  
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# Full Stop to bullying, harassment and sexual misconduct

- **What is Full Stop?**
  - A UCL wide campaign to change behaviour and culture, aimed at removing barriers to reporting unacceptable behaviour
- **Why is it important?**
  - From the UCL staff survey 2017: 40% of UCL staff do not feel able to report bullying or harassment without worrying it will have an adverse impact on their career; 64% of staff in one department reported they had been subjected to bullying or harassment in the past 2 years
- These slides provide guidance to team leaders on holding a team discussion on the Full Stop campaign.
- In advance of your meeting:
  - Identify the team meeting in which to hold the discussion
  - Ask participants to give thought, in advance of the meeting, to what they think each of bullying, harassment and sexual misconduct mean and where they may have seen positive and negative examples



## Full Stop – Holding the team discussion

- Ask the team if they are aware of the Full Stop Campaign?
- Ask the team why they think the campaign is important?
- Ask the team what they think is meant by the following terms:-
  - Bullying
  - Harassment
  - Sexual misconduct

### Line Manager prompts for responding to questions:

- **Why Important** – creating an inclusive environment so everyone can feel comfortable and input to their best; valuing everyone's contribution; recognising everyone's participation; overall promoting equality, diversity & inclusion.
- **Bullying** – Offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, under-mined or threatened.
- **Harassment** – Unwanted conduct which violates a persons dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment
- **Sexual misconduct** – Unacceptable behaviour of a sexual nature. It can include: sexual harassment; sexual violence; intimate partner violence; sexual assault; grooming; coercion or bullying with sexual elements; sexual invitations and demands; comments; non-verbal communication; creation of atmospheres of discomfort; and promised resources or advancement in exchange for sexual access.

## Full Stop – Holding the team discussion

- **Would anyone feel confident addressing unacceptable behaviour if you witnessed it?**
  - **What are the pros & cons of intervening?**
  - **How can you intervene?**

### Line Manager prompts for responding to questions:

- **Addressing unacceptable behaviour by being an 'Active Bystander'**- The following are some key ways to help in these kinds of situation:
  - **Remove.** By removing someone from a potentially risky situation, you can directly disrupt and defuse the situation and ensure their safety.
  - **Distract.** Maybe you're not sure how to directly address a situation, so the best and safest thing to do is derail a conversation to stop someone from taking any further steps that are problematic.
  - **Delegate.** In some cases you might want or need to call for help in order to stop something from escalating or happening. In this case, get support.
- You should only challenge behaviour if you feel safe to do so.
- If you feel safe to do so, you can address the person being targeted or the problematic behaviour directly. Things you can say to the person being targeted:
  - Can I help? Can I call someone for you? Is everything OK? Should I call the police? Are you alright?
- Things you can say to the person behaving problematically:
  - What you said earlier really bothered me; I don't like what you just did; I wonder if you realise how that comes across; How would you feel if someone did that to a member of your family?

## Full Stop – Concluding the team discussion

- Do you know where to report such behaviour if you experienced it?
  - What examples have you seen of positive behaviour and inclusive leadership?
  - Conclude the discussion - thank the team for their participation and reiterate that the campaign helps to remind us that we should not excuse poor behaviour or minimise the experiences of those affected. We are all responsible for saying 'Full Stop' to bullying, harassment and sexual misconduct
  - Encourage the team to look at the 'Report & Support' intranet page and watch the UCL video on Full Stop.
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- *Line Manager prompts for responding to questions:*
  - Report via the Report & Support site:  
<https://report-support.ucl.ac.uk/report>
  - Employee Assistance Programme:  
<https://www.ucl.ac.uk/human-resources/health-wellbeing/wellbeingucl/mental-health/find-support/employee-assistance-programme>
  - Other Support available – Silver Cloud, Trade Unions, online – FAQs, relevant policies
  - UCL Video:  
<https://report-support.ucl.ac.uk/campaigns/full-stop>