

How to respond if you witness bullying or harassment

Options for bystanders

These are brief guidelines giving options of what you can do if you witness bullying or harassment. They do not replace the [UCL guidelines](#)* that have further detail and include the formal process where informal resolution is not possible.

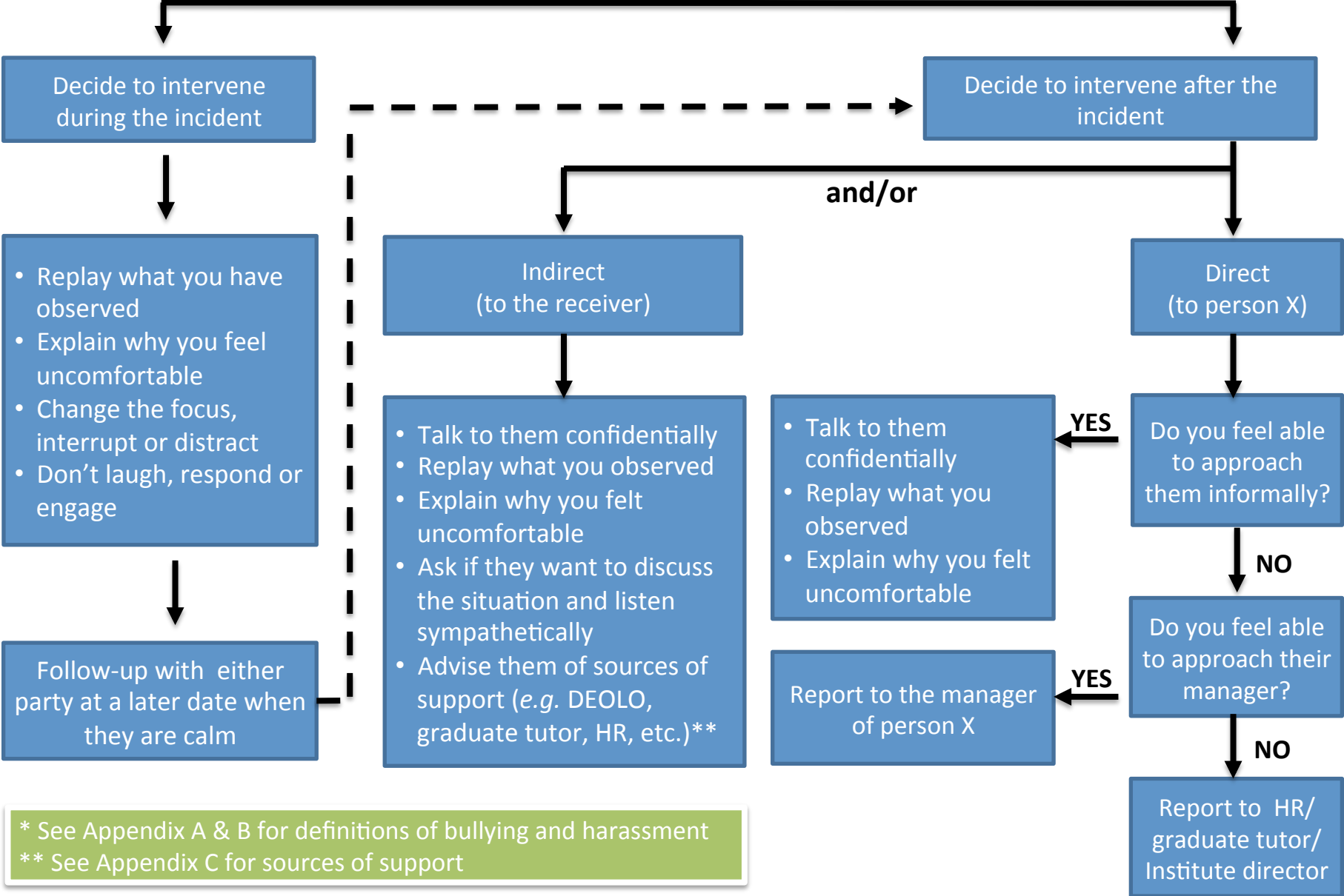
The flow chart on the next slide covers most situations and local advice is available from the DEOLO, graduate tutors, Dignity at Work advisor, HR and the director. Remember:

Doing nothing condones harassment – protecting a bully is not a strategy for protecting the department or institution

*<https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/dignity-work/dignity-work-statement>

March 20, 2018

You witness what appears to you as
*bullying/harassment by person X



* See Appendix A & B for definitions of bullying and harassment
** See Appendix C for sources of support

Definitions of Bullying and Harassment

Harassment is: 'Unwanted conduct related to a relevant protected characteristic, 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'

Equality Act 2010

Bullying has no formal legal definition but is usually characterised as: 'offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient'

Bullying does not have to be related to a protected characteristic, occurs from a position of strength (seniority, numbers, etc.), involves a pattern of behaviour and can entail excluding individuals.

Bullying versus Firm Management

Bullying

Sets unrealistic deadlines, constantly moves goalposts

Failure to support development plan

Refusing to listen

Perpetuates a blame culture

Threatens disciplinary action

Aggressive

Constant negative criticism

Criticises in front of colleagues

Deliberately ignoring an individual's contribution

Firm management

Sets realistic deadlines

Monitors achievement

Addresses issues

Gives and receives feedback

Insists on high standards, but is consistent and fair

Clear about own ideas but doesn't assume they are always right

Maintains confidentiality

Appendix C

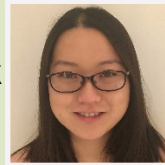
Support for staff and students

Departmental Equal Opportunity Liaison Officers

Gill Tunstall
020 7608 6955
g.tunstall@ucl.ac.uk



Louise Wong
louise.wong.12@ucl.ac.uk



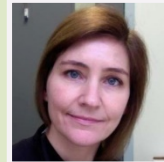
Student Mediator

Ruth Siddall
[www.ucl.ac.uk/
student-mediator](http://www.ucl.ac.uk/student-mediator)

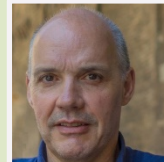


IoO Graduate Tutors

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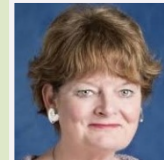


Virginia Calder
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Faculty Tutor

Julie Evans
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Dignity at Work Advisors

[www.ucl.ac.uk/human-resources/
equality-diversity-inclusion/dignity-
work](http://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/dignity-work)

UCL Registry [www.ucl.ac.uk/students/
student-support-and-wellbeing](http://www.ucl.ac.uk/students/student-support-and-wellbeing)

UCLU Rights & Advice Service
[www.studentsunionucl.org/
help-and-advice](http://www.studentsunionucl.org/help-and-advice)

020 7679 2998

**UCL Staff & Student Support Service -
Care first**

0800 197 4510

Out of hours - Nightline
020 7631 0101

Local HR contact for advice and support: Gill Tunstall (g.tunstall@ucl.ac.uk)

By challenging inappropriate behaviours we can all play a role in ensuring that UCL is a harassment free zone.