

UNIVERSITY OF SUSSEX

POLICY TO PREVENT HARASSMENT AND BULLYING AT WORK

1. Policy Statement.

1(i) The University of Sussex wishes to provide a stimulating and supportive working environment which will enable its staff and students to fulfil their personal potential and creativity. The University accepts that such an environment cannot be created or sustained if staff or students are subject to harassment, intimidation, aggression or coercion.

1(ii) The University of Sussex is fully committed to the principles of equal opportunities in the workplace and regards personal harassment as a discriminatory and unacceptable form of behaviour.

1(iii) Accordingly, the University will treat any incident of harassment as a serious matter which may lead to disciplinary action, up to and including dismissal, being taken against the perpetrator.

1(iv)

APPENDIX 1

TYPES OF PERSONAL HARASSMENT

1. Sexual harassment.

Sexual harassment is a form of sex discrimination and involves unwanted and

and reaction to stress. Workplace bullying consists of the abuse of power and the regular use of inappropriate behaviours at the expense of another individual. Some examples of these behaviours include:

- physical or verbal abuse, including threats;

- psychological intimidation, humiliation, excessive and/or unreasonable criticism;

- unjustifiable removal of areas of responsibility;

- malicious lies;

- setting unreasonable and unrealistic goals/targets;

- asserting a position of intellectual superiority in an

- aggressive, abusive or offensive manner; threats of academic failure; public sarcasm and humiliation.

Note:

behaviour at work will not be considered to be bullying or harassment. The University will not condone bullying under the following circumstances: asserting a position of intellectual superiority in an aggressive, abusive or offensive manner; threats of academic failure; public sarcasm and humiliation. regards an assertive management style as acceptable provided that staff are treated with respect and dignity.

4. Other forms of harassment

The following are further examples of specific types of harassment but, once again, should not be considered an exhaustive list:

- homophobic harassment, *i.e.* harassment directed at homosexual persons or groups on the grounds of their sexual orientation (applying equally to homosexual men or women);

- harassment in respect of repeated gibes in respect of personal traits or appearance, practical jokes or invasions of privacy, any or all of which may cause physical or psychological distress.

APPENDIX 2

GUIDELINES FOR STAFF

APPENDIX 3

GUIDELINES FOR MANAGERS AND SUPERVISORS

1. A manager, supervisor, head of unit or other senior member of staff who is approached informally by a complainant

should respond sensitively and reasonably to the complainant;

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on a wholly confidential basis (though it should be explained that an anonymous complaint can only be pursued in more general terms and may be less likely to effect the desired change in behaviour);

should arrange, if appropriate and agreed by the complainant, a meeting between the parties involved. At this meeting the person against whom the complaint has been made will be given details of the nature of the complaint and the opportunity to respond. If all parties accept that a problem exists, steps to remedy the situation and prevent it from recurring will be agreed and notified to both parties;

should advise the complainant (if appropriate) that the complaint is so serious that the matter should be dealt with formally, by way of the [Grievance Procedure](#). If the complainant is not able or willing to accept this advice, the matter will continue to be dealt with informally as far as is reasonably practical;

should provide advice and information on how to make a formal complaint if necessary;

should ensure that a person who brings a reasonable complaint suffers no detriment by doing so;

should maintain appropriate written records.

2. Grievances and Discipline.

2(i) A formal complaint should follow the normal [grievance and/or disciplinary procedures](#), except that any panel, committee or other body set up to investigate the case must include member(s) who have recognised experience in equal opportunities issues.

2(ii) Serious cases of harassment will be treated as gross misconduct and may lead to dismissal if proved. Less serious cases may be dealt with under the normal disciplinary provisions.

2(iii) In proven cases, it may not be considered appropriate for the harasser and complainant to continue working in the same area, unit or school. Wherever possible, the University will redeploy the harasser rather than the complainant.

2(iv) Unless a complaint of harassment .6(f)3(y)10()6(.6(f)3(s0 0 1 89.544 43 12 (co)6(m)-6(6)-

3. Notes.

3(i) Being under the influence of alcohol or otherwise intoxicated will not be admitted as a mitigating factor or an excuse for harassment and may be regarded as an aggravating feature.

3(ii) Abuse of a position of authority will be considered to be an aggravating feature of harassment.

3(iii) The University recognises the possibility that complaints may be brought with mischievous or malicious intent and this may provide grounds for disciplinary action against individuals so doing.

3(iv) All those involved in a complaints procedure, including the complainant(s), should observe the strictest confidentiality, bearing in mind that accusations of harassment may constitute grounds for legal action.

3(v) 7 K H W ~~Staff~~ is used throughout this document to refer to **all** employees of WKH 8 Q L Y H U V L W \ Z K H W K H U I U R P I D F X O W \ R U D Q \ R W K H and ' D U H X V H G W R G H V F U L E H D O O W K R V H Z L W K management of staff, in whatever category.

APPENDIX 4

LIST OF CONTACTS

1. Contacts within the University

[HR Advisers](#)

Occupational Health Adviser.
Hastings Building, Ext. 7

