Bullying at Work - Update on Equality Challenge Unit (ECU) Project

Tackling Bullying and Harassment in the Higher Education Sector - Update on ECU Project

The project has been set up by the ECU in partnership with a number of trade unions and the funding councils of England and Wales. It is tasked with addressing the issues of bullying and harassment, in order to promote dignity at work, specifically in the Higher Education sector.

The project will run for 9 months, starting in March and finishing in November 2006. Specific objectives of the project include:

- Mapping out current trends in HEIs

- Identifying and circulating examples of good practice

- Identifying and circulating guidance

- Running pilot schemes to improve current practice

A website has been set up http://www.ecu.ac.uk/resources/daw/ to support this project which has sections on guidance, good practice and the legislation.

Andrea Adams Trust and Ban Bullying At Work Day

The Andrea Adams Trust is a charity dedicated to tackling workplace bullying.
www.andreaadamstrust.org/employees/questionnaire.htm
Contact details Telephone: 01273 704 900 or fax 01273 704 901
http://www.andreaadamstrust.org/

Ban Bullying at Work Day

This year's ban bullying day is set for the **7th November**. This important initiative aims to raise awareness about bullying in the workplace and is supported by UNISON and organised by the Andrea Adams Trust. The campaign is aimed to be about everyone involved in the field of workplace

bullying, so we can get the message out that this behaviour will no longer be accepted. Use this day to recruit and organise around the issue. A resource pack and posters will available - November seems a long time away but start planning for this event now, put it on your branch committee agendas and use it to organise and recruit and to raise the profile of UNISON in the workplace. www.banbullyingatwork.com is now online and is a central resource for activities and links to all interested groups.

UNISON, TUC and ACAS Guidance

Recently published research from the Chartered Management Institute(CMI) confirms that bullying at work is rife. The survey of 500 public and private sector managers revealed that managers are victims of bullying and identified psychological intimidation as the biggest problem and found an alarming lack of awareness on how to tackle the problem. A lack of management skills is cited as the top reason for bullying and the levels of bullying appear to be higher in public sector organisations. UNISON has produced in association with ACAS ***Bullying in the Workplace – Guidance for Managers*** which accompanies the above research summary and ***Bullying at Work:the Experience of Managers*** these are downloadable from www.managers.org.uk/bullying

Bullying At Work (UNISON Guide for branches, safety reps and stewards)

Attached to this circular is a checklist on what a harassment/bullying policy should include. But also please also refer to the guidance produced by UNISON **www.org.uk/acrobat/13375.pdf** or stock number 1281 via Communications **Draft Bullying Survey for Branches www.unison.org.uk/acrobat/B842.pdf Draft Agreement on Bullying at Work www.unison.org.uk/safety/doc_view.asp?did=943**

The TUC website **www.tuc.org.uk**
UK-based anti-bullying website www.successunlimited.co.uk

What a harassment/bullying policy should include:

1. Commitment from Senior Management

2. Acceptance that bullying is an organisational issue

3. A statement that bullying is unacceptable and will not be tolerated

4. Clear definitions of unacceptable behaviour

5. Legal implications for organisations and individuals

6. A statement that bullying may be treated as a disciplinary offence, and it should listed as a misconduct and gross misconduct in the disciplinary procedure

7. Steps to assess and prevent bullying

8. Mechanism for third party complaints

9. Mechanism for initiation of the policy without a complainant

10. Duties of Heads of Department and Supervisors

11. Confidentiality for complainants when they report bullying

12. Procedures to protect complainants from victimisation

13. Clear complaints procedures, separate from the normal grievance procedure

14. A trained network of 'confidential advisers' and where to contact them

15. Informal complaints procedure

16. Formal complaints procedure

17. Procedure for investigating complaints

18. Information and training about bullying and the policy

19. Repair mechanisms/options outlined

20. Access to support and counselling

21. Review and monitoring

AND

22. Is it jointly agreed by employer and trade unions?

23. Does it cover everyone?

24. Is it implemented?