



HISTORY, ANTHROPOLOGY, PHILOSOPHY, AND POLITICS

Queen's University Belfast

Anti-Bullying and Harassment Support Guide for HAPP Staff

This document developed by History, Anthropology, Philosophy and Politics (HAPP) is intended to complement the institutional staff and student Bullying and Harassment Complaints procedures/policies, as well as signpost staff to useful resources. The Staff Bullying and Harassment Complaints procedure is available [here](#).

1. Introduction

1.1. Statement of Norms

We are committed to ensuring that the School of HAPP is a positive and affirming place to work and study and visit. We support equality for all irrespective of age, gender (including gender reassignment), race (including colour, nationality, ethnic or national origins, including Irish Travellers), marital or civil partnership status, having or not having dependents sexual orientation, disability, or religious belief and political opinion. HAPP recognises that bullying and harassment adversely affects a person's work, study morale and/or health. HAPP believes that bullying and harassment are unacceptable and will, through its practices and the implementation of the University policies, strive to prevent bullying and harassment and investigate complaints of bullying and harassment promptly and effectively.

HAPP is committed to discouraging all forms of harassment and bullying. Where any of the above behaviour is related to an equality ground covered by anti-discrimination legislation, this will be considered harassment. The Bullying and Harassment Complaints Procedures/Policies for staff outline definitions of bullying and harassment, as well as the procedures for making a complaint. Staff should familiarise themselves with the respective procedures.

1.2. Definitions

1.2.1. What is Bullying?

There is no legal definition of bullying, but it is generally accepted that bullying includes offensive, abusive, intimidating, malicious or insulting behaviour and which makes the recipient feel upset, threatened, humiliated or vulnerable and undermines their ability and confidence.

1.2.2. What is Harassment?

Harassment is defined in equality legislation as "unwanted conduct" related to religious belief; political opinion; sex; gender reassignment; race; sexual orientation; disability; or age, which has the purpose or effect of violating a person's dignity or of creating an intimidating hostile, degrading, humiliating, or offensive environment for that person ('A Unified Guide to promoting Equal Opportunities in Employment,' Equality Commission for Northern Ireland). Harassment as defined in the equality legislation will amount to unlawful discrimination.

1.3. Forms of Bullying and Harassment

Many behaviours can constitute bullying, harassment, and/or discrimination. These include, but are not limited to:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, racist, sexist, or sectarian remarks; homophobic comments; comments about a person's disability; offensive language; gossip and slander; sectarian songs; mobile telephone ring tones; threats, letters, emails, or any form of cyber-bullying through the internet or social networking sites
- visual displays of posters, graffiti, obscene gestures, flags, bunting, pictures, emblems or any other offensive material (including the use of email or mobile devices to send or view such material)
- isolation or marginalization at work, exclusion from work-related social activities, being persistently overruled or excluded from work activities
- coercion, including pressure for sexual favours; pressure to participate in political or religious groups
- intrusion by pestering, spying, following, etc., including persistent telephone calls, emails, text messages, or other messaging functions, such as through social media
- humiliation, intimidation, action which demeans or undermines the individual (e.g., shouting, swearing, excessive and persistent criticism, insults)
- undignified treatment, ridicule, or marginalisation of an individual for any reason
- non-co-operation, withholding information, sabotaging or impeding performance (e.g. removing areas of responsibility and imposing menial tasks; setting unrealistic deadlines for the workload in question; increasing responsibility whilst decreasing authority; persistently undervaluing effort or repeatedly changing guidelines or deadlines).

2. Resources for staff

2.1. Confidential Advice from HAPP colleagues:

The Head of School can offer confidential advice and support to colleagues on issues relating to bullying and harassment. The School identifies members of staff of all genders within the School as SWAN Champions and representatives whom colleagues can turn to in confidence as an initial point of contact on issues of harassment. The HAPP School Office will be able to provide the names of the current SWAN Champions and representatives.

2.2. HR Hub

If you wish to speak to someone in the People and Culture Directorate, your first port of call should be the [HR Hub](#) which is available 9am to 5pm, Monday to Friday. To contact HR Hub, please phone extension 3000 or hrrhub@qub.ac.uk

2.3. HR Business Partners

The AHSS Faculty Business Partners can offer employees confidential advice and guidance in relation to allegations of bullying and harassment. Contact details for the AHSS HRBPs are available [here](#).

2.4. Anti-Harassment Advisors

[Trained Anti-harassment advisors](#) have been appointed to provide employees with advice and assistance and can be contacted at any stage of informal or formal procedures. The advisor will provide support to assist with the informal resolution of the problem and can also provide support during formal procedures but will not conduct formal investigations. Separate advisors will be available to provide support to both the complainant and the alleged bully/harasser.

Please note that the support roles of supervisors, managers, and/or designated advisors at this informal stage can only be one of support or assistance.

2.5. University Networks

There are staff University networks that may be useful resources. These include: PRISM, the QUB staff LGBT+ network, and the BAME and International staff network. Both networks are friendly and informal ways for staff to come together and discuss workplace issues and organise social events on an off campus.

- PRISM can be contacted at prism@qub.ac.uk
- The BAME and International staff network can be contacted at egdiv@qub.ac.uk

2.6. Inspire Counselling Service

QUB has commissioned [Inspire Wellbeing](#) to provide staff with free counseling on a range of issues, including bullying and harassment. Counselling is offered via telephone or in person: 0800 389 5362.

2.7. Trade Unions

The [UCU](#), [Unite](#), and [NIPSA](#) provide information and advice to members on what to do in the case of harassment or bullying.

2.8. The Equality Commission of Northern Ireland

The [Equality Commission for Northern Ireland](#) is a non-departmental public body established by the Northern Ireland Act 1998. They give advice and support to individuals with potential complaints under the anti-discrimination legislation. They can be contacted at 02890 500600

3. Additional Relevant Policies

3.1. Other relevant policies or strategies for staff can be accessed via these links. We would encourage staff to familiarise themselves with these documents.

- [QUB Corporate Plan](#)
- [QUB People First- The People and Culture Strategy 2018-2021](#)
- [QUB Equality and Diversity Policy](#)
- [QUB Trans Equality Policy 2016](#)
- [QUB Equality Scheme 2018-2023](#)
- [QUB Code of Conduct](#)
- [QUB Staff Relationships Policy](#)
- [QUB Staff Social Media Policies](#)

4. Diversity and Inclusion Training

Staff must complete mandatory online equality and diversity training 'Think Difference, Act, Differently' and Unconscious Bias training which are available on Queens Online (QOL). The Diversity and Inclusion Unit in People and Culture delivers a range of training for staff, including Bullying and Harassment Training, Anti-Harassment Advisor Training, Sexual Orientation Awareness Training (in partnership with the Rainbow Project, HereNI and Stonewall), Transgender Equality Awareness Training (in partnership with Transgender NI) and Disability Awareness training (in partnership with Employers for Disability NI). For further details on training sessions, search the Learning and Development webpage available [here](#).