

BAWU GUIDE TO BULLYING & HARASSMENT IN THE WORKPLACE

The BFAWU is committed to eradicating all aspects of bullying and harassment from the workplace and will do all in our power to ensure that our members are protected from those who perpetrate such immoral behaviour.

This behaviour may include:

- Humiliation, ridicule or belittlement.
- Intimidation of either a verbal, written or visual nature.
- Questioning of competence.
- Changing of arrangements without advising the person.
- The spreading of malicious rumours.
- Over-ruling authority.
- Excessive or unwarranted criticism.
- Excessive supervision or total lack of support/isolation.
- Interfering in the persons training or promotional prospects.

This list is not exhaustive and is not intended to be all embracing, merely to give some examples of what can be considered to be unreasonable behaviour.

Bullying or harassment brought about because of someone's race, sexuality or disability may constitute unlawful discrimination and if proven could lead to prosecution.

The **Health & Safety at Work Act 1974** places a duty upon the employer to provide a safe place of work.

The employer is also obliged to have effective systems that protect the health, safety & welfare of their employees (**Management of Health & Safety at Work Regulations 1992**). If the employer fails to carry out these duties then they may be found to be negligent and therefore open to prosecution.

Whilst cases of Bullying & Harassment may be amongst the most difficult to deal with, it is important that BFAWU representatives are trained and feel capable of dealing with situations that confront our members.

Therefore the BFAWU rep needs to be able to: -

- A good listener.
- Both sympathetic and supportive whilst remaining objective.
- At all times discreet and confidential.
- Capable of gathering and disseminating evidence. (Always ensure that evidence is written down and that times and dates of alleged occurrences are included as this may be important in building a case).
- Willing to approach the employer on the member's behalf if it proves to be necessary.

Whilst the employer has a duty to investigate all allegations of Bullying & Harassment, it is important that BFAWU representatives are involved in the drawing up of strong, coherent policies and that they are included in dealing with allegations and evaluations.

If you need further information, copies of the BFAWU Equal Opportunities Policy are available from Regional Offices.