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1. General Guidance

- 1.1 These guidelines are in conjunction with the Company's Harassment and Bullying Policy. They provide direct advice to employees on how to tackle harassment.
- 1.2 If you experience harassment, you should be given the full support of the Company in putting a stop to it.
- 1.3 You have a number of options available to deal with harassment, ranging from simply indicating your concerns to making a formal complaint through the grievance procedure.
- 1.4 If you believe you are being harassed, you should keep a written log of all relevant incidents and behaviour. This should include the place, the dates and times, the names of any witnesses, and what was said and done and by whom. This information will be used to support a complaint.
- 1.5 Act quickly. Do not delay. Your personal wellbeing and the person against whom you are taking action may be affected if your behaviour is inappropriate. Harassment may have been misinterpreted or a misunderstanding can be resolved promptly if it is reported.

2. Informal Steps

- 2.1 If you feel you can, speak to the person directly. Tell the person to stop. Be direct. Wherever possible, speak to the person in private. You are being harassed and you should let the person know. Even if the other person intended to be friendly, you should make a clear statement of your objections. If you do not feel that you can do this alone, ask a colleague or a representative to go with you.
- 2.2 Alternatively, you could write to the person. Describe the behaviour you found unacceptable and request that it should stop. You should keep a dated copy of the letter for possible use in a formal complaint.
- 2.3 If you don't want to confront the person face to face but still want the matter to be dealt with informally, you should consider the following options:
 - 2.3.1 ask a trade union representative or colleague to go with you to speak to the person in your place;
 - 2.3.2 take the issue to a senior member of staff (e.g. immediate << supervisor / manager >>, or a senior member of staff if you feel your << supervisor / manager >> is not impartial);
 - 2.3.3 consult the << Harassment and Bullying Officer >>.

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2.4 If the harassment continues, contact your supervisor / manager on how to proceed. If you decide you want to raise a grievance at a later date, you should already done so, contact your << supervisor / manager >> in confidence and advise you can make a formal complaint if you decide you want to raise a grievance at a later date.

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2.5 You are under no obligation to raise a grievance at a later date. You should raise a grievance at a later date if you have not already done so, contact your << supervisor / manager >> in confidence and advise you can make a formal complaint if you decide you want to raise a grievance at a later date.

matter informally first and you may raise a grievance at a later date.

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3. **Formal Steps – Raising a Complaint**

3.1 If informal methods have failed, you may choose to stop the harassment or you do not wish to take any further action, you may decide to make a formal complaint by raising a grievance. You should follow the Company's Grievance Procedure (copies of which are available on << e.g. Company intranet, your manager >>) and should include a clear description of the incident(s) and the names of any witnesses.

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3.2 At any point in the grievance process you can seek advice or support from << e.g. the Staff Welfare Officer, a Support Group adviser / Senior Manager >> or a representative. Any of these, or a friend, can accompany you to relevant meetings at your discretion.

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3.3 All reasonable steps should be taken to ensure that all enquiries and complaints are dealt with in confidence. Harassment and potentially defamatory and could give rise to possible legal action. It is therefore essential that both complainants and respondents observe strict confidentiality..

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4. **Notes**

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4.1 If you are physically assaulted or sexually harassed, you should seek help immediately. If you have been sexually assaulted or sexually harassed, it is very important that you should seek advice and medical attention immediately. Any one of the suggested contacts named in the list below will happily offer you support and will help you decide what you should do. If you do not consult any of these contacts, no-one else will be involved in your decision. You will be advised what to do but the choice will be yours. In cases of this nature you will almost certainly be the victim. You are encouraged to report the incident to the police. For your own protection and that of others it is important that you do so.

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4.2 If you are concerned that your behaviour might be regarded as harassing, you should consult the << Staff Welfare / Personnel Officer or your manager >> for discussion and advice.

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