

Oncology Harassment Officers

If you have any further questions, please contact your Harassment Officers or HR.

Name	Location	Phone
Val Macaulay	ORCRB	(6)17371
Katie Morrison	ORCRB	(6)17323
Claire Shingler	ORCRB	(6)17059
Michael Youdell	ORCRBI	(6)17021
Gillian Roberts	ORCRB	(6)17331

Other Information

Harassment Hotline: (2)70760

Email: harassment.line@admin.ox.ac.uk

National Bullying Helpline: 0845 22 55 787

Students

Nightline: (2)70270

OUSU Student Advice service: 88450/1

Email: advice@ousu.org

Wellbeing Podcasts

<http://www.mentalhealth.org.uk/help-information/podcasts/>

Sources of Support

University Harassment internet

<http://www.admin.ox.ac.uk/eop/harassmentadvice/>

Occupational Health

<http://www.admin.ox.ac.uk/uohs/at-work/mental-health/>

Online Stress Manager

<https://www.stressmanagerplus.com/landing/oxford.php>

Wellbeing Podcasts

<http://www.mentalhealth.org.uk/help-information/podcasts/>

Union Representatives

<http://www.admin.ox.ac.uk/eop/harassmentadvice/sourcesofadvice/>

Further information available from HR:

- *Common Bullying Questions Answered*
- *Bullying and Harassment: some facts, and how to help yourself*

Department of
Oncology
HR Department
ORCRB
Roosevelt Drive

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Anti-Bullying Information for Staff and Students

Department of Oncology
University of Oxford



What is bullying?

Bullying is a form of harassment. It is defined by the Equality Act 2010 as being characterised by **offensive, intimidating, malicious or insulting behaviour**, or **misuse of power** through means intended to **undermine, humiliate, denigrate or injure** the recipient. Examples of behaviour which may amount to harassment and bullying include (but are not limited to) the following:

- offensive comments or body language
- verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments
- humiliating, intimidating, and / or demeaning criticism
- open hostility
- deliberately undermining a competent person by overloading with work and constant criticism
- isolation from normal work or study place, conversations, or social events
- publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials
- unwanted physical contact, ranging from an invasion of space to a serious assault

What to do if you feel you are being bullied?

Refer to the University Policy and Procedure on Harassment and Bullying

This procedure outlines managing Bullying and Harassment both formally and informally. <http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>

Address with the individual

You can face the person and say: 'I am sure you are not aware but when you treat me like this (give examples), I feel bullied. Please stop or I will have to use the formal grievance process'.

Keep a diary

Whenever you feel you are being bullied, note down the time, place, who was there, what was said, in what tone, and any other actions.

Mediation

Mediation involves both parties sitting with a trained mediator to discuss the issues. Please contact HR for further details.

Undergo training

OLI offer online training on Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace, which helps with addressing bullying. *OLI website:* <http://www.learning.ox.ac.uk/>

Confide in someone

In the Department of Oncology, there are four Harassment Officers who are trained to listen

and confidentially support those who feel they are being bullied. Please see the HR intranet or posters for the Harassment Advisors :

<https://sharepoint.nexus.ox.ac.uk/onc-harass>. Alternatively, there is the Harassment Hotline 70760 for confidential advice.

Refer to Occupational Health

If bullying is having an effect on your physical or mental health, a referral can be made to Occupational Health. Please contact HR for a management referral or <http://www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/>.

Student Advice Service

Specifically designed for students to provide support in a wide range of situations, contact <http://ousu.org/advice/student-advice-service/>

Online Stress Manager

The University has a confidential online cognitive behavioural system to help deal with stress which can be found at <https://www.stressmanagerplus.com/landing/oxford.php>

Formal complaint

If all other actions have failed to resolve the issue, or the situation is sufficiently serious, a formal complaint can be made against the person you feel is bullying you to the Head of Department.