



An Introduction to
Bullying & Harassment
for Staff Representatives



Activity Pack

Bullying & Harassment – course outline:

<p style="text-align: center;">Day One</p>	<p style="text-align: center;"><i>Welcome and Introductions</i></p>	<p>Activity: What is Bullying & Harassment?</p> <p>Aims: To enable delegates to:</p> <p>Understand what is meant by bullying and harassment at work</p> <p>Recognise the signs of bullying and harassment in the workplace</p>	<p>Activity: Equality and Bullying and Harassment</p> <p>Aims: To enable delegates to:</p> <p>Understand the people most at risk of bullying and harassment</p> <p>Consider equalities strands and bullying and harassment</p>	<p>Activity: The effects of Bullying & Harassment</p> <p>Aims: To enable delegates to identify the consequences of bullying and harassment on:</p> <p>Individuals</p> <p>Organisations</p>	<p>Activity: Bullying & Harassment and the 'law'</p> <p>Aims: To enable delegates to consider:</p> <p>'Legal' implications of bullying & harassment</p> <p>Rules, regulations and codes of conduct</p>
<p style="text-align: center;">Day Two</p>	<p>Activity: Identifying the scale of the problem</p> <p>Aims: To enable delegates to:</p> <p>Consider methods for identifying the extent of the problem in their workplace</p> <p>Identify sources of information</p>	<p>Activity: Advising members</p> <p>Aims: To enable delegates to:</p> <p>Identify how to support members who witness or report bullying and harassment</p> <p>Develop investigation and representation skills</p>	<p>Activity: Developing and improving policies on Bullying & Harassment</p> <p>Aims: To enable delegates to:</p> <p>Assess the contents of policies</p> <p>Identify key elements of a policy</p>	<p>Activity: What Staff Associations/Unions can do</p> <p>Aims: To enable delegates to:</p> <p>Identify key actions for Staff Associations/Union</p> <p>Develop an action plan for addressing bullying and harassment issues in their workplace</p>	

This course will enable the Staff Association to raise its profile around the issues of Bullying and Harassment.

It will help Reps to:

- Understand workplace Bullying and Harassment
- Identify the role of the Staff Association in supporting members in the workplace
- Identify approaches and solutions to tackling bullying and harassment

Activity: Introductions

Aims: This activity will help you to:

- Get to know more about each other
- Work out aims for the course

Task: Introduce yourself to the rest of the course:

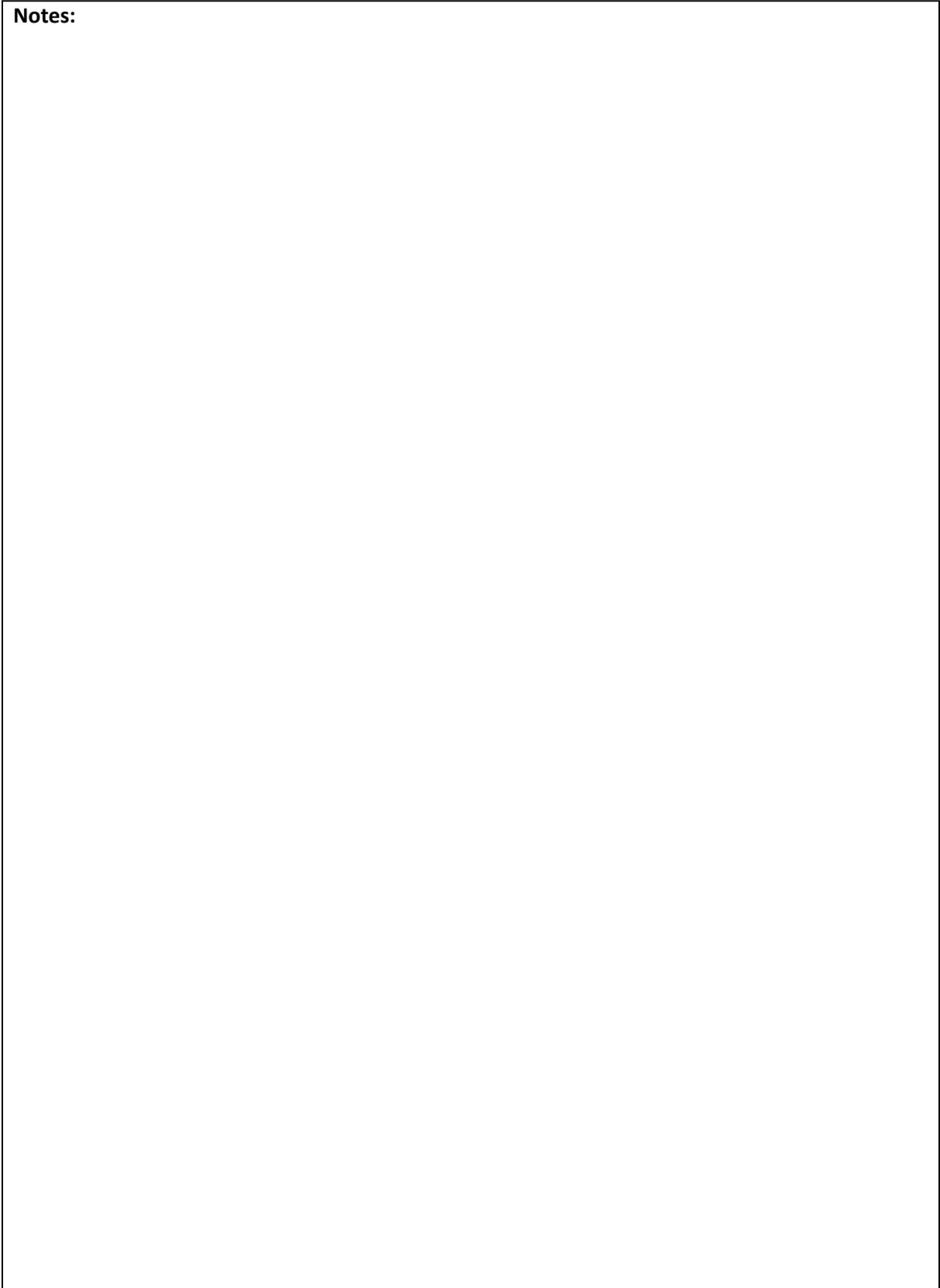
Points to cover:

- Your Name
- Your Staff Association
- Your role in the Staff Association
- Staff Association experience. *E.G. how long you've been active, type of training you have undertaken, experience of representing/supporting members*
- Main bullying & harassment issues in your organisation
- What you want to get out of the course.

Report back: Introduce yourself to the course.

Activity: Introductions

Notes:

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Activity: **What is Bullying & Harassment?**

Aims: This activity will help you to:

- Understand what is meant by the term

 - Recognise the signs of bullying and harassment in the workplace
-

Task: In your groups, using the presentation, resources and your own experience, discuss and identify:

a) How you would explain the following terms to people in the workplace:

- Bullying
- Harassment

b) How you, colleagues and management could identify that bullying and harassment was present in the workplace.

Think about:

- Organisational signs
- Signs from individuals – perpetrators and Targets

Put your ideas on a flipchart.

Elect a spokesperson to report back your group's findings.

Resources: Presentation
Resource Pack – Pages 2 - 4

Activity: What is Bullying & Harassment?

Notes:

Activity: Equality and Bullying and Harassment

Aims: This activity will help you to:

- Understand the people most at risk of bullying and harassment
- Consider equalities strands and bullying and harassment
- Understand influences on individual perceptions of bullying and harassment

Task: In your groups, using the presentation, resources and your own experience, discuss and identify:

Which people working at your organisations might be most at risk of bullying and harassment?

Think about:

- Equality strands such as:
 - age;
 - disability (including hidden disabilities);
 - gender and gender identity;
 - sexual orientation;
 - race and nationality
 - religion or belief
 - marital status
- Other factors such as:
 - status;
 - grade;
 - contract type;
 - carer commitments etc.

Put your ideas on a flipchart.

Resources: Presentation

Activity: Equality and Bullying and Harassment

Notes:

Activity: The effects of Bullying & Harassment

Aims: This activity will help you to:

- Identify the consequences of bullying and harassment on:
Individuals and Organisations
-

Task: In your groups, using the resources and your own experience, discuss and identify how bullying and harassment affects:

- Individuals:
 - Targets
 - Witnesses
 - Other staff

Think about:

- Short, medium and long term effects
 - Physical and mental health
 - Workplace performance
 - Workplace relationships
- The organisation:
 - reputation
 - quality and productivity
 - attendance
 - workplace relationships

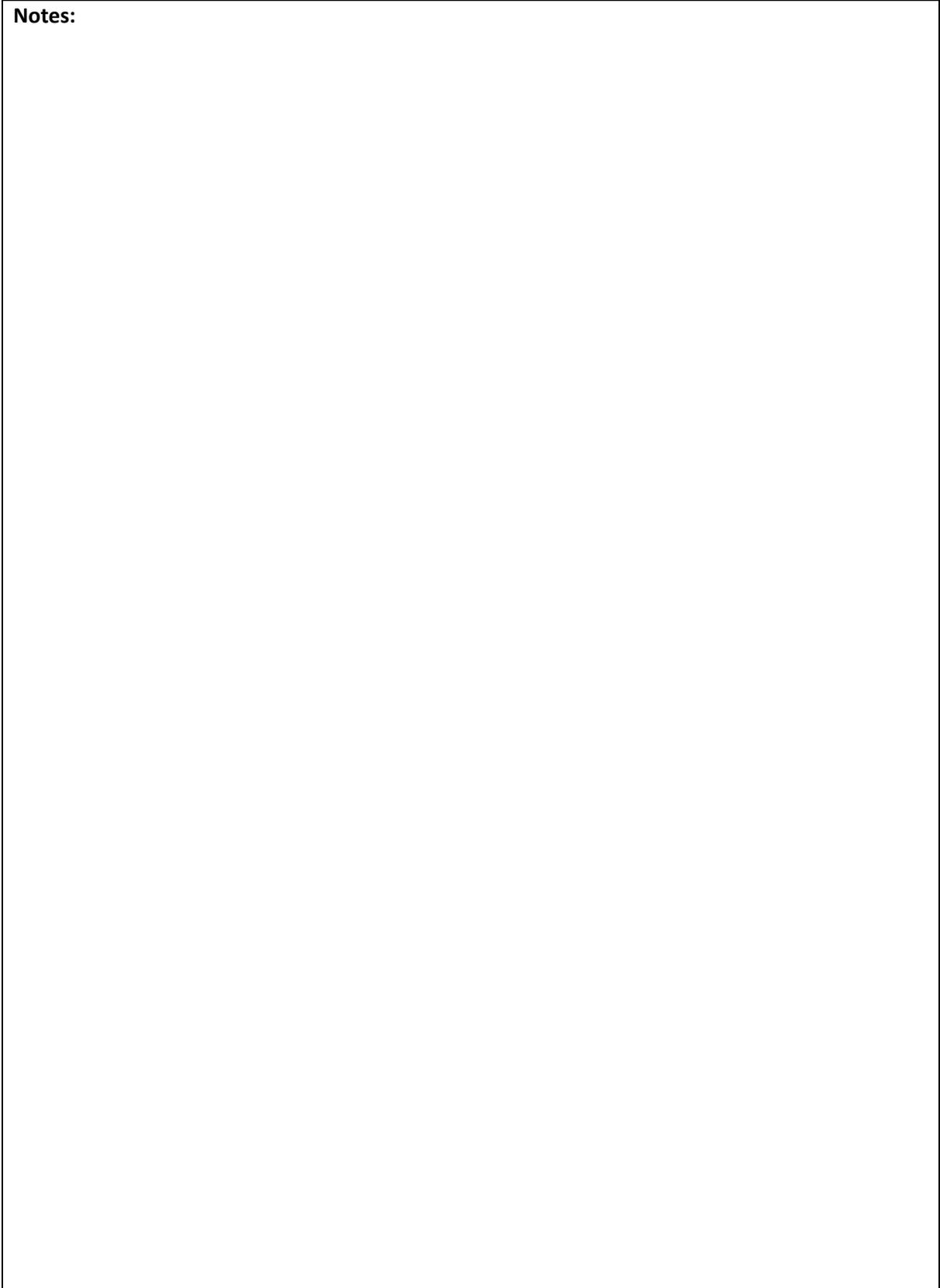
Put your ideas on a flipchart.

Elect a spokesperson to report back your group's findings.

Resources: Resource Pack – Pages 5 - 6

Activity: The effects of Bullying & Harassment

Notes:

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Activity: Bullying & Harassment and the ‘law’

Aims: This activity will help you to consider:

- The ‘legal’ implications of bullying & harassment
 - Rules, regulations and codes of conduct
-

Task: In your groups, using the resources and your own experience, discuss bullying and harassment in relation to:

- Protocol and Headquarters agreement
- Staff Rules
- ‘exercise of their function’ immunity
- Standards of Conduct for the International Civil Service
- Misconduct
- domestic legislation

Put your ideas on a flipchart.

Elect a spokesperson to report back your group’s findings.

Resources: Resource Pack – Pages 7 - 8

Activity: Bullying & Harassment and the 'law'

Notes:

Activity: Identifying the scale of the problem

Aims: This activity will help you to:

- Consider methods for identifying the extent of the problem in their workplace
- Identify sources of information

Task: In your groups, using the resources and your own experience, discuss:

- Methods currently being employed by your Staff Association to identify issues or problems related to bullying and harassment
 - Think about: ad hoc, case work, anecdotal, formal
- Information held by your organisation's administration that may provide insight into issues or problems related to bullying and harassment
 - Does the Staff Association have access to this information
- Additional methods and sources of information that could be used to identify the scale of the problem

Put your ideas on a flipchart.

Elect a spokesperson to report back your group's findings.

Resources: Resource Pack – Pages 9 - 10

Activity: Identifying the scale of the problem

Notes:

Activity: **Advising members**

Aims: This activity will help you to:

- Identify how to support members who witness or report bullying and harassment
- Develop investigation and representation skills

Task: In your groups, using the resources and your own experience, discuss how you would support and advise a colleague who has:

- i. Reported to you that they are being bullied or harassed
- ii. Reported to you that they have witnessed bullying and harassment

Using your discussions develop a flow diagram of the process for Staff Association Representatives to follow in bullying and harassment cases.

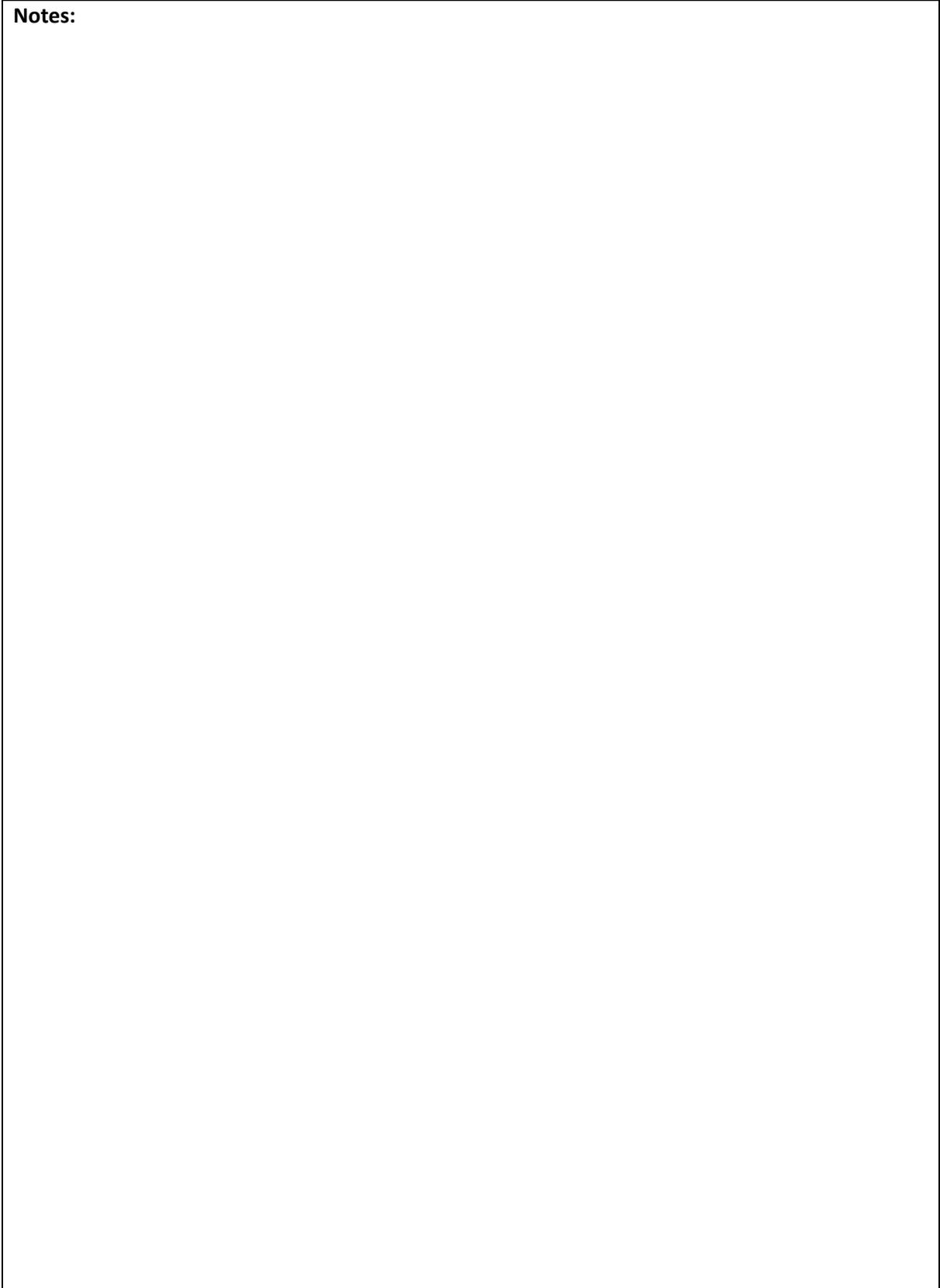
Put your flow diagram on a flip chart.

Elect a spokesperson to report back your group's findings.

Resources: Resource Pack – Pages 11 - 15

Activity: Advising members

Notes:

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Activity: **Developing and improving policies on Bullying and Harassment**

Aims: This activity will help you to:

- Assess the contents of policies
- Identify key elements of a policy

Task: In your groups, using the resources provided compare and contrast the model policies provided.

From your comparisons identify:

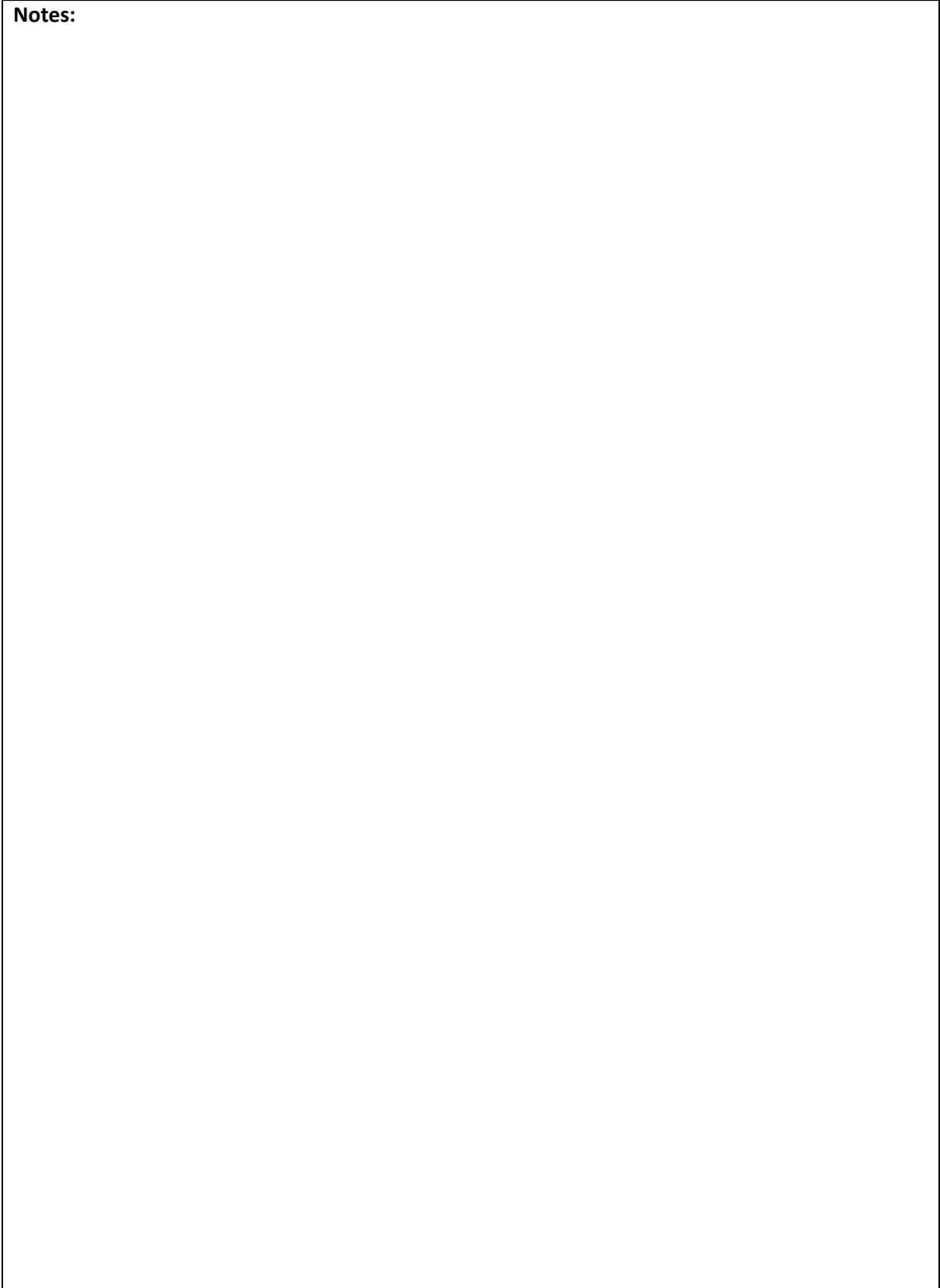
- The key elements and approaches to include in a policy on Bullying & Harassment
- Your justifications for each key component

Elect a spokesperson to report back your group's findings.

Resources: Resource Pack – 16 - 36

**Activity: Developing and improving policies on Bullying
and Harassment**

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Activity: What Staff Associations can do

Aims: This activity will help you to:

- Identify key actions for Staff Associations
- Develop an action plan for the introduction or improvement of policies to address Bullying and Harassment

Task 1: In your groups, using the information from the course discuss and identify.

- The role of the Staff Association in addressing Bullying and Harassment
- Key actions that the Staff Association should take to address Bullying and Harassment

Task 2: Based on the discussions from Task 1 develop an outline action plan for addressing Bullying and Harassment at your organisation.

Your action plan should include:

- Aims and objectives
- Key actions (and how you will do them)
- Support you will need (and from whom)
- Opposition you may face (and how you might overcome it)
- Timescales
- How you will involve and engage workers
- How you will measure progress

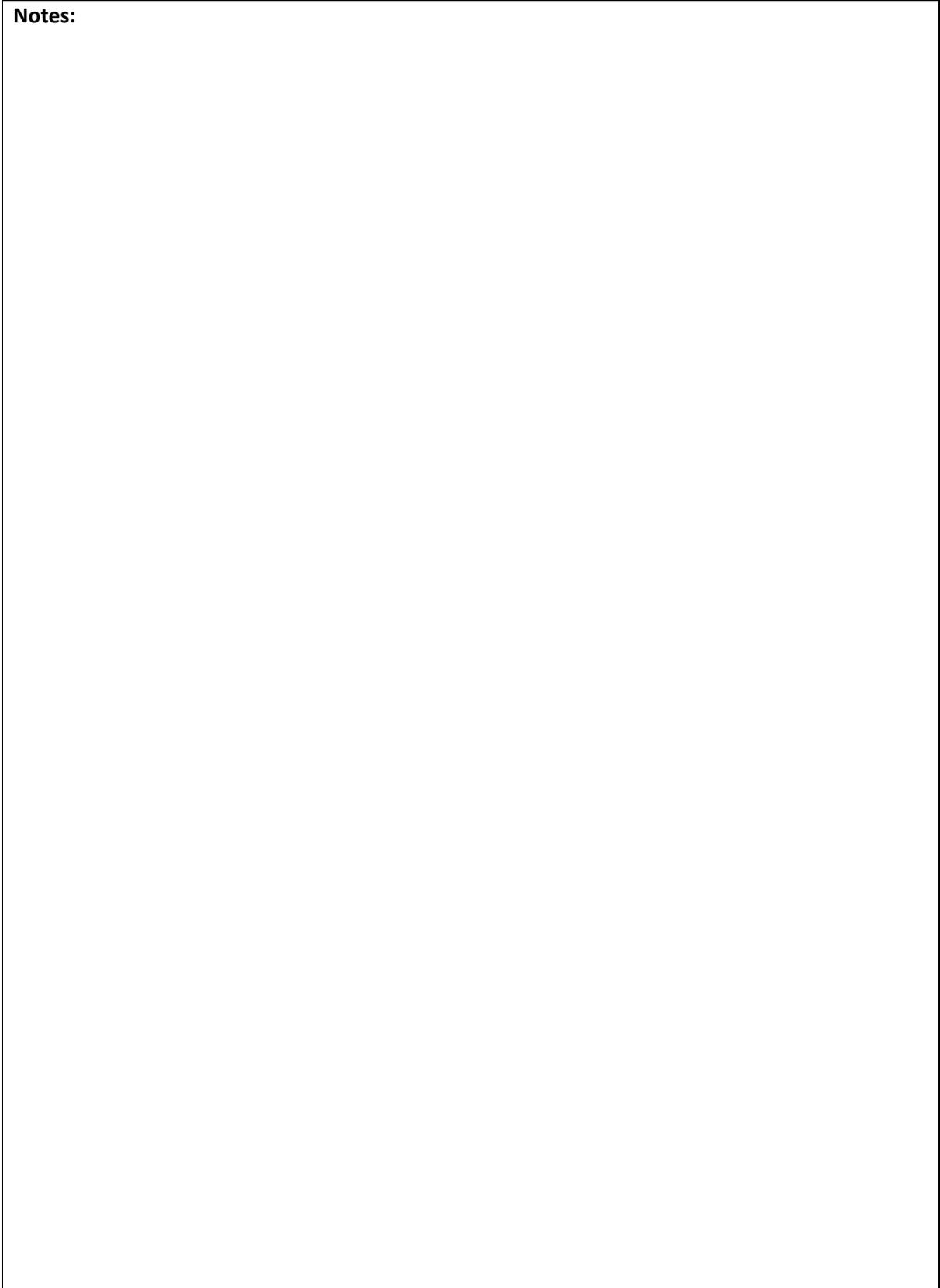
Elect a spokesperson to report back your group's findings.

Resources: Resource Pack -

Activity:

What Staff Associations can do

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