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Unison bullying fact sheet

Bullying and harassment are common problems that affect many work friends. But both bullying and harassment are unacceptable, and the law makes it clear that all employees have the right to work in a safe environment. Your employer is responsible for creating and maintaining a safe, bullying-free workplace, intimidation and harassment. Employees are protected by a combination of employer policies and legislation. If you or someone you know is affected by bullying and harassment, contact a UNISON representative for advice. What is bullying? Total bullying: abusive, threatening, malicious or insulting behavior; abuse of authority that violates the dignity of a person or group of people; creating a hostile environment against a person; Subversion, humiliation, or harm to a person. Bullying should not refer to a protected property (discussed below), but unless it does, or is of a sexual nature, it is not prohibited under the Equality Act 2010 (or, in Northern Ireland, under various pieces of equality legislation relating to a protected property). What is harassment? Harassment is defined as unwanted behavior that has the purpose or effect of violating people's dignity in the workplace or creating a threatening, hostile, degrading, degrading or abusive environment. To be protected under the Equality Act (or northern Ireland under various pieces of equality legislation relating to a protected property), it must be protected by gender recourse, disability, age, gender (or sexual nature), sexual orientation, race, religion or belief (and political opinion in Northern Ireland) or nationality. It could be an isolated incident or come up again and again. Harassment includes bullying if it refers to one of the protected properties listed above. A key factor in determining harassment is whether the actions or comments are perceived as degrading and unacceptable to the recipient. Some examples of bullying/harassment can include: offensive or threatening comments; Hide information so that the work cannot be done correctly; unreasonable or impossible times or workloads; overt supervision or unjust criticism; Blocking opportunities or threats to job security. What can you do about bullying and harassment? There are a few simple steps you can take if you're affected by bullying at work: keep a written record or diary of any bullying incidents, including incidents before – no matter how small they look; Speak to the bully or stalker (if you can): they may not have realised how disturbing their actions are to you – if you are withdrawn to do so, ask your safety representative, flight attendant or colleague to bring them up on your behalf; Talk to your employer – your safety representative, flight attendant, colleague or UNISON representative will be able to advise you on how best to do this and lend you to any encounter with your employer; Talk to your Unison representative; occupational health service or employee assistance program; Be a UNISON safety representative to help reduce bullying and harassment in your workplace. What can Unison do about bullying and harassment? UNISON works on many levels to tackle workplace bullying and harassment: National – UNISON campaigns against bullying and harassment; Locally – UNISON safety representatives and stewards are trained to help you find a solution to bullying and harassment issues; Your UNISON representative may investigate whether your case is a one-time incident, or part of a wider issue; Your UNISON representative may also survey friends and employees and negotiate with your employer to create or change policies. The next steps for UNISON representatives ask your employer to carry out a risk assessment – bullying and harassment are risks to employees' physical and psychological well-being, so risk assessment can be an appropriate way to document the potential threat posed by bullying at work. Negotiating bullying policies - a common policy on bullying should form the basis of attempts to manage bullying at work, and send a clear signal that bullying is unacceptable. The policy should detail what constitutes bully behaviour, as well as procedures for dealing with complaints. Join the campaign – UNISON actively works against bullying and harassment at work. Key facts you are entitled to work in a safe, bullying-free and harassment environment. You should speak to your Unison representative if you are affected by bullying and harassment at work. UNISON campaigns against bullying and harassment in the workplace, and you can help us spread the word. Bullying and harassment Management health and safety in the 1999 Work Regulations requires employers to assess the nature and extent of workplace risks to health and safety, including mental health. They then have to take preventative measure which are effectively designed, organized, controlled, monitored and tested. So risk assessment can compel employers to act against bullying and harassment in the workplace. Your UNISON representative can help you plan a response if you've been affected by bullying or harassment. Find out how to schedule your delegate. They can also help you discuss the problem with your employer representatives. The Health and Work Safety Act 1974 and the Health and Safety at Work (Northern Ireland) Order 1978 require employers to provide a safe and healthy work environment, including protection against bullying and harassment at work. If bullying is related to gender reassignment, disability, age, gender, sexual orientation, race, religion or belief, nationality or is of a sexual nature, protection is provided under the Equality Act 2010 (or in Northern Ireland under various pieces of equality legislation relating to a protected characteristic that includes political opinion). If it is not covered by the Equality Act 2010 (or legislation in Northern Ireland covering protected properties), it may still be possible to do so A claim in the District Court, or Sheriff Court in Scotland, under the Protection from Harassment Act 1997 (or Harassment Protection Order (Northern Ireland) 1997). Under this legislation employers can be held responsible for harassment by their employees. Harassment must amount to a course of conduct and must be serious enough to warrant sanction under criminal law. It can be difficult to determine when behavior is serious enough: you should contact your UNISON representative for more information if you have a concern. If personal injury occurs, it may also be possible to file a wrongful claim in the District Court. Again you should contact your UNISON representative for more information if you have a concern. Keep a record of all incidents of bullying and harassment — even if they are minor or feel insignificant. If your colleagues witness the abuse, they may be willing to act as witnesses who might help your case. Workplace resource bullying is all too common. For example, a 2009 survey by trade union Unison of 7,000 of their members found that 2,466 people had been bullied in the previous six months and about 1,500 people had experienced ongoing bullying. Bullying can have a devastating impact on the victim and seriously affect their health and mental wellbeing. This can lead to a loss of self-confidence and self-esteem and feelings of anxiety, humiliation, frustration and anger. It can also cause sleep or eating disorders, depression, alcohol or substance abuse and even suicidal thoughts. This can cause a lack of work and can severely damage both work and home life. What is bullying or harassment in the workplace? Bullying does not have a legal definition of bullying, but there are many common themes in descriptions given by organisations that provide information and advice on tackling bullying in the workplace. The ACAS (Counselling, Reconciliation and Arbitration Service) describes bullying as: abusive, threatening, malicious or insulting behaviour, abuse or abuse of power through means designed to undermine, humiliate, defame or harm a patient. Bullying or harassment may be by a person against a person (perhaps by someone in a position of authority such as a manager or supervisor) or involve groups of people. It could be obvious or it could be sneaky. Whatever form is required, it is unjustified and undesirable to the person. Harassment some people may be bullied at work because of a particular protected characteristic. A protected characteristic is age, disability, sex change, marriage or civil partnership, pregnancy and maternity, race, religion or faith, sex and sexual orientation. If this happens to you, the offender's behaviour may constitute harassment, as defined in the Equality Act 2010 and therefore may be unlawful. The Equality Act defines harassment as: unwanted behavior related to a relevant protected property ... And conduct has the purpose or effect of a violation [an] Respect or creating a threatening, hostile, degrading, degrading or abusive environment [for that person]. What is bully bullies are often more senior than the person they are bullying but this is not always the case – sometimes a bully will be a co-worker, junior colleague or client or client. People may join the bullying because they themselves fear they will become victims of the bullying if they don't. Bullying bullying behavior doesn't necessarily occur face-to-face, it can also happen through other methods of communication, such as phone, e-tell and in writing, social networking sites or through visual images such as images. Bullying can take many different forms. This may include: spreading malicious rumors while ignoring or removing someone from work or social activities with the intention of withholding information demeaning someone in public giving someone unreachable tasks or overloading them. Setting impossible deadlines for removing responsibility or providing trivial tasks for someone to misuse a force or a position of constantly criticizing a talented staff member and subsisting on behavior that undermines someone's contribution blocking promotion or opportunities to train personal insults, nicknames, incessant taunts or abusive execution, for example, racist comments requiring someone to work overtime on unwanted sexual advances and yelling at someone for physical attacks on a person or property. How to deal with bullying bullying can be gradual and subversive and as a result it can be some time before you realise and acknowledge what is happening to you. So the first step is to get that you're being bullied. It's easy to feel that you somehow made it happen, but it's important to remember that bullying isn't your fault and no one has the right to treat you like that. This may help avoid situations where you are alone with the bully. Direct approach to bullying is best handled at the earliest possible stage, before the behavior towards you becomes entrenched. Once you experience treatment that is unacceptable to you, shared guidance is to take steps to make it clear to the offender that you find the conduct unacceptable and get them to stop. Sometimes just don't talk to me like that or I feel like you're destabilizing/humiliating/being hurting me, is that what you mean? He's all it takes and you won't have any more trouble. You can talk to them in a public place, though it can be done better on the second attempt since it has been known to cause more conflict as the bully feels humiliated and perhaps seeks to get their back. Often, a private, simple and politely assertive approach is the best way to begin proceedings. Say what you want to say to the offender calmly and firmly and keep the facts. If you don't feel comfortable doing it alone, you can ask someone to accompany you. You'll have a witness then, too. If you didn't want to be In general, you can ask someone else to speak to the bully on your behalf. If you feel uncomfortable dealing with it face-to-face, you can put what you want to say in a memo to a bully, keeping a copy of it and every answer. In any case, keep a clear and accurate record of any bullying behavior and anything you say to a bully. Get support Be sure to ask others for support if you need it and don't try to deal with it yourself. You can talk to a coworker or a union rep. or your manager. If it's your manager who's bugging you, you can talk to their manager or someone in the human resources department. Talking to others, you may find that you are not alone and that bullying has happened to other colleagues as well. Out of work, talk to friends and family. If you feel like talking to your own person, you can call the Listening Friends Helpline (0808 168 5133) – see more help and information section below – and talk to another pharmacist with confidence. Bullying can be very isolating – don't let it interfere with other relationships at work or prevent you from doing things you normally do, such as going out drinking with colleagues after work. Don't let it affect your home life make sure you have things to look forward to outside of work. See your friends and family and continue leisure activities as usual. Save record keeping records is important, in the event of a discussion or any legal action, journal can establish a behavior pattern. Keep a record of all cases of bully behavior, including date and time, what happened and the name of everyone else who was present. Save all letters, e-mails, texts, and any other correspondence. This will show the pattern and extent of the bullying and will be vital if further action is taken. Also note any illness and/or absence as a result of the bullying and any medical help you have requested. If the perpetrator is aware that a diary has been kept, he may alert them that their unacceptable behavior may cause him to change such behavior. Be sure to keep your bag at home or in a safe place, where it can't be found and/or stolen. Official action at work If bullying continues following direct access to a bully, you can consider filing a formal complaint with your employer. Employers are responsible for the health, safety and well-being of their employees. Check to see if your employer has a policy on bullying and harassment and get a copy. If your employer does not have a policy, you can refer them to ACAS guidelines for employers on dealing with bullying and harassment. It gives information on how to detect bullying and why it's important to take action. It outlines what could be included in official policy and how complaints about bullying can be addressed. The tutorial can be found on the ACAS website. Sources of advice If you decide to make a formal complaint, your employer's bullying Or a grievance procedure would describe the process. If you have a union rep or staff, they can help you. Pharmacist support can provide specialist employment advice: Tel: 0808 168 2233 E-info@pharmacistsupport.org You can also contact your local citizens advice office (CAB). To find your nearest CAB, check out the Citizens Advice website. The ACAS also has a helpline that provides free and impartial advice: Tel: 08457 47 47 47 An informal decision your employer should investigate the complaint and they can first check whether the matter can be resolved informally. This may include informal discussion with the perpetrator, providing advice to both parties

and/or mediation with an independent third party, which will help find a solution that can be agreed to by both parties. Disciplinary action When it is not possible or appropriate to handle the matter informally, your employer may decide to use the organization's disciplinary procedure. Legal action may be that despite your attempts to resolve the situation, no action is taken to stop the bullying behaviour. In this case, you may seek advice on options for taking legal action. It is very important that you seek advice from your union or another employment consultant, for example, a specialist employment consultant through pharmacist support before taking legal action. Although there is no specific anti-bullying legislation, there are a number of pieces of legislation used to act against bullying. The police if the bullying is so serious that it constitutes a hate crime, defined by the Metropolitan Police as: any incident perceived by the victim, or any other person as racist, homophobic, transphobic or due to a person's identity, belief, gender identity or disability, you may consider reporting it to the local police's hate crimes unit. Locums If you locum you have the right not to be discriminated against because of age, disability, sex change, marriage and civil partnership, pregnancy and childbirth, race, religion or faith, sex or sexual orientation. If you're in a union, they can advise you on how to deal with it. Otherwise you can seek advice from a pharmacist support, local CAB or ACAS. You must record any events (see Save a record section) and report them to the recruitment agency, if applicable, and the company to which you provide your service. Additional help and ACAS advice and guidance information on bullying is available in the Health and Workplace section of the ACAS website, including separate brochures for employees and employers. GOV.UK the GOV.UK have information about discrimination in the workplace. The Health and Safety Executive (HSE) on the HSE website has advice and guidance on bullying and harassment. Friends listening to friends listen is a secret stress helpline provided by pharmacist support staffed by pharmacists. Tel: 0808 168 5133 Samaritans Provide 24/7 secret emotional support to those who experience despair, distress or suicidal feelings: Tel: 116 123 E-jo@samaritans.org Association of Congressional Professions (TUC) TUC website has information and guidance on bullying. WorkSmart (TUC) information about bullying is available on WorkSmart, a website produced by the Trades Union Congress (TUC). This fact sheet was last reviewed on February 4, 2020. Print His argument to fact sheets

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