



Bullying and Harassment Policy

Document Author: Human Resources Policy and
Standards Advisor

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Version	Date	Author	Status (S/D)	Description of Change
1.0	26/06/13	Matthew Hammonds	D	Draft of new policy
2.0	06/11/13	Matthew Hammonds	A	Approved policy for issue
2.1	08//08/18	Deputy Director of Workforce	A	July 2018 TMG approved extension to Dec 2018. Document formatted with new visual identity
2.2	Feb 19	Christine Brereton	D	Policy remains fit for purpose and will be withdrawn on approval of the Dignity at Work Policy that is currently being developed. Proposed review date of 3 years.
3.0	Feb 19	Christine Brereton	A	TMG approved 3 years as policy remains fit for purpose.
A = Approved D = Draft				
Document Author = Matthew Hammonds, HR Policy and Standards Advisor				
This document is controlled. If you would like to suggest amendments to this document please contact the document author.				

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1. STATEMENT OF INTENT

Yorkshire Ambulance Service NHS Trust (the Trust) is committed to ensuring that employees are able to carry out their job roles without fear of intimidation, victimisation, or bullying and harassment from anyone who works for, or carries out work on behalf of the Trust. Bullying in the workplace of any form is unacceptable and will not be tolerated by the Trust. This policy demonstrates a commitment to good employment practice, equal opportunities and the Trust's legal and professional obligations.

2. INTRODUCTION

- 2.1** This policy is designed to ensure an appropriate framework is in place within the Trust to ensure that any instances of Bullying and Harassment are investigated in a swift and effective manner.
- 2.2** Employees are reminded that it is not the behaviour itself, but the perception of an individual that could lead to incidents being considered as bullying and harassment under this policy
- 2.3** Managers should ensure that they take all reasonable steps to ensure that employees within their department are aware of who to report incidents of bullying and harassment to.
- 2.4** The Trust recognises that single incidents or multiple incidents of inappropriate behaviour could be considered bullying and harassment under this policy.
- 2.5** The Trust would encourage employees in the first instance to attempt to resolve issues themselves by informing individuals if they feel their behaviour is inappropriate.

3. PRINCIPLES

- 3.1** The Trust will not tolerate bullying and harassment of any form against employees.
- 3.2** The Trust aims to create a working environment where employees are free to work without fear of intimidation.
- 3.3** Where incidents of bullying and harassment are reported the Trust will take swift action to investigate and deal with the situation appropriately.
- 3.4** The Trust will take necessary steps to ensure that members of staff who have been subject to bullying and harassment, are afforded appropriate safeguarding and protection whilst investigations take place, through measures considered appropriate under the circumstances i.e. temporary redeployment of one or more individuals.
- 3.5** Bullying and harassment may be treated as a disciplinary offence constituting gross misconduct and, where allegations are founded this may lead to summary dismissal.

Disciplinary action may also be taken if a complaint is deemed to have been submitted maliciously.

3.6 It is the duty of every individual within the organisation to ensure that Bullying and Harassment is reported when it is witnessed through the appropriate channels.

4. DUTIES

4.1 Trust Board

- The Trust Board has a strategic responsibility to ensure a work environment that is free from bullying and harassment. These factors may be identified in the workforce information reports produced by Human Resources, in which the data from cases of bullying and harassment is anonymised, collated and analysed.
- All Trust directors have a responsibility to ensure that this policy is observed and applied within their directorates.

4.2 Executive Director of People and Engagement

- Will oversee the introduction, operation and monitoring of the policy.
- Ensure the provision of training, guidance and support for managers on the operation of this policy.

4.3 Managers

- All managers have a responsibility to implement this policy and ensure that staff within their work area are made aware of the policy.
- Managers are responsible for ensuring that employees at all levels are treated with dignity and respect and to set a positive example by their own behaviour.
- Managers and supervisors are responsible for ensuring that any complaints of bullying and harassment are handled promptly and sympathetically and appropriate action taken where necessary.
- Managers should be aware that in certain circumstances, and depending on the severity of the case and/or likelihood of other staff suffering a detriment they may be required to take action irrespective of whether the employee directly affected wishes them to do so. They have a duty to take action in order to minimise the threat to the individual and the Trust. For this reason the employee should be reminded of the manager's obligation to provide a safe working environment and to take action where necessary, at the start of any meeting to discuss allegations of bullying and/or harassment.

4.4 Occupational Health

- Provide support and advice to employees who are involved in or affected by bullying and harassment. This includes the provision of counselling services.

5. ASSOCIATED DOCUMENTATION

This policy operates in conjunction with the following documents:

- Bullying and Harassment – Employee Guidance
- Managing Bullying and Harassment in the Workplace - Management Guidance

6. PROCESS FOR REVIEW AND REVISION

This policy will be reviewed in five years' time unless legislative or other changes necessitate an earlier review.

7. MONITORING COMPLIANCE

Standard	Monitoring
Duties	<ul style="list-style-type: none"> ▪ The duties of key members of staff noted in this policy and compliance with their obligations is monitored through the KSF/PDR process. ▪ Deficiencies in the applications of and/or adherence to this policy will be reported to the JSG who will note them in their minutes together with any corrective action(s) that need to be taken to ensure compliance. Progress of these actions will be reviewed at subsequent meetings.
Statement by the organisation that harassment and/or bullying is not acceptable	<ul style="list-style-type: none"> ▪ The Trust has explicitly stated in this policy and through other supporting documents including the YAS Supporting Staff in an Incident, Claim or Complaint policy that bullying/harassment is unacceptable and will not be tolerated. ▪ This statement will be reinforced by an annual reminder of the policy to all staff via the operational update.
Process for raising concerns about harassment and/or bullying	<ul style="list-style-type: none"> ▪ Compliance with this policy will be monitored by Human Resources (HR) on a monthly basis by recording and monitoring all bullying and harassment cases in line with ESR and HR reporting procedures. ▪ Actions to address and deficiencies will be noted in the minutes of the above committee meetings and reviewed at subsequent meetings.
Process to be followed once a concern has been raised	<ul style="list-style-type: none"> ▪ The HR department will review each case on an individual case by case basis. Where the process as per this policy has not been followed, HR will respond by reporting this to the appropriate operational management chain who will determine the action that should be taken. For example, if the manager requires training this will be actioned and

	recorded through the PDR process.
Organisations expectations in relation to staff training, as identified in the training needs analysis	<ul style="list-style-type: none"> ▪ Workforce information will conduct an annual review of OLM to establish the numbers of staff that have attended leadership management training (bullying and harassment) ▪ Actions to address and deficiencies will be noted in the minutes of the above committee meetings and reviewed at subsequent meetings.
Process for monitoring compliance with all of the above	<ul style="list-style-type: none"> ▪ This policy will be monitored by the use of the Bullying and Harassment Checklist which should be completed by HR in relation to each bullying and harassment case. These will be collated by the central HR department into the annual HR report will be compiled from the checklists to help identify any trends or hot-spots and action taken as a result. ▪ The use of the Mediation scheme will be monitored particularly in relation to the number of bullying and harassment claims referred to and resolved by meditation and reported in the annual report. ▪ The HR department will also conduct an annual audit to ensure compliance with the standards as set out in this policy. Confirmation and findings of the audit will be reported annually to the JSG for information. ▪ Actions to address any identified deficiencies will be noted in the minutes of the JSG and reviewed at subsequent meetings.