

The background of the page is a photograph of a woman in light blue scrubs sitting at a desk in a bright, modern office. She is looking towards the right of the frame. In front of her is an open notebook and a closed laptop. A white rounded rectangle is overlaid on the center of the image, containing the title text.

BULLYING AND HARASSMENT POLICY

Bullying, Undermining and Harassment Guidance

This guidance is produced by the JCCP and is applicable to all JCCP Members and Employees.

1. Introduction

Problems with bullying, undermining and harassment can relate to individuals or organizational culture, or to both, and are often accompanied by a fear of reporting the behaviour (whistleblowing). Precipitants may include heavy workloads and external pressures such as challenging encounters with stakeholders, although these are not excuses for any bullying or harassment.

The JCCP views bullying and harassment to be completely unacceptable and is committed to ensuring that the JCCP culture and methods of operating are free from bullying or intimidating behaviour for its Members and employees.

The JCCP acknowledges its responsibility to address all bullying and harassment issues. This document should be read in the JCCP's 'Raising Issues of Concern (Whistleblowing) policy (2023).



2. Definition of bullying and harassment

Often these terms are regarded as interchangeable and for some bullying is a form of harassment.

Bullying is defined as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the person to whom it is directed.

Harassment is unwanted conduct related to sex, gender reassignment, race or ethnic or national origin, disability, sexual orientation, religion or belief, age or any other personal characteristic which:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person;
- Or is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.
- Any individual can bully, be bullied or switch between the two, and others may be affected by viewing this behaviour.
- It is important not to confuse bullying behaviour with expected corporate compliance with agreed policies, targets and procedures set down by the JCCP. Bullying is undermining and destructive whereas effective leadership and oversight is developmental and supportive. The latter may well include negative but constructive feedback.

3. Examples of bullying and undermining in clinical/practice-based education

- Undermining someone's role, e.g., criticism in front of others
- Persistent or excessive negative feedback; unsubstantiated allegations
- Asking colleagues to perform tasks they have not been trained to do or which are excessive in terms of demands placed upon their time
- Undervaluing someone's contribution (in their presence or otherwise)

- Unrealistic expectations about workload, responsibilities or level of competence
- Shouting or swearing at someone
- Excluding, devaluing or ignoring an individual on purpose
- Inadequate or absent support for allocated tasks and responsibilities
- Belittling or marginalization of colleagues

4. Responsibilities of JCCP Trustees and Appointed Officers staff

- Appointed Officers of the JCCP are responsible for ensuring that they provide supportive systems of work that are free from bullying and harassment. Such systems of work should respect and promote personal wellbeing.
- Individuals who are told about or who witness bullying behaviour must ensure that timely, sensitive and appropriate action is taken. Confidentiality should be respected.
- The JCCP will provide support to resolve situations where bullying has been identified.
- Colleagues who raise in good faith an issue or grievance relating to bullying or harassment, or assists in the raising of such an issue, would be expected by the JCCP to be protected against victimisation both at the time and afterwards.



5. Guidance for JCCP Members and Employees

Develop further your own awareness of equality and diversity issues with regular training in this area. This will help you recognise more clearly types of discrimination and recognise behaviours that are likely to lead to harassment and bullying

6. Raising your Concern - speak to someone

JCCP Members and Employees should not feel concerned or ashamed to tell people what's going on. If you think that you are being subjected to bullying behaviour, or that it is taking place, then you should speak to someone about it in confidence to discuss how you might be able to deal with the problem. Generally, it is best to discuss and resolve the issue informally and locally first.

It may be an option talking to the person who is bullying you but only if you feel comfortable doing this. The bullying may not be deliberate and the person in question might not realise how their behaviour has affected you.

7. Who could you speak to?

Your first discussion should help you explore the issue and decide what to do next. If the first person you talk to is not helpful then speak to someone else.

8. Keep a record/diary

Keep a diary of all incidents. These should often include a record of the date, time, any witnesses and how you felt about an incident. Keep copies of anything else that may be relevant for instance written communication (emails, letters) and notes from meetings.

9. Other sources of support and information

- The National Guardians Office: <https://nationalguardian.org.uk/about-us/>
- Whistle-blowing Advice and Helpline for NHS and Social Care <https://www.pcaw.co.uk/>

<http://www.nhsemployers.org/your-workforce/retain-and-improve/raising-concerns-whistleblowing/information-for-staff>

<https://www.citizensadvice.org.uk/health/nhs-and-social-care-complaints/whistleblowing-how-a-staff-member-can-report-a-problem-in-the-nhs-or-an-adult-social-care-service/>

BMA - Guidance on stopping harassment and bullying

<https://www.bma.org.uk/advice/work-life-support/your-wellbeing/bullying-and-harassment>

NHS Employers - Guidance on bullying and harassment

<http://www.nhsemployers.org/your-workforce/retain-and-improve/staff-experience/tackling-bullying-in-the-nhs>

National Advisory Group on Safety of Patients in England

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/226703/Berwick_Report.pdf

Who to contact regarding bullying and harassment at the JCCP:

- JCCP trustee Kimberley Cairns is the nominated lead and primary contact under this policy. Kimberley Cairns can be contacted at info@jccp.org.uk.

The following JCCP officers with responsibility under this policy may also be contacted.

- JCCP appointed Committee Chair
- JCCP appointed Vice Chair JCCP
- JCCP Executive Chair and Registrar