

Examples of Unacceptable Behaviours

Examples of Harassment

Harassment can take many forms. It may include unwanted physical, verbal or non-verbal conduct. Harassment may occur in a face-to-face setting, by telephone or in written or electronic communications. The following list provides examples of the type of behaviour which can amount to harassment – this list is by no means exhaustive:

- Unwelcome physical contact. This may range from touching to physical assault. This may also encompass invading someone's "personal space" by standing very close to him/her where this is unnecessary;
- Unwelcome verbal conduct. This may include the making of remarks and comments about appearance, lewd comments, sexual advances, innuendo and banter, the making or repetition of offensive or stereotyped comments, jokes or songs, the making of threats or the making of patronising comments (for example, which repeatedly draw attention to a person's disability or impairment);
- Intrusive questioning. For example, this may include the intrusive discussion of a person's sexual practices, sexual orientation or religious beliefs - either directly with the complainant or with others about the complainant;
- Unwelcome written, visual or physical interaction. This may include sending unwelcome e-mails, notes or pictures, displaying or sending offensive material (e.g. displaying pin-ups of males or females in states of undress), making obscene or offensive gestures, persistently sending unwanted gifts, or following, spying or stalking someone;
- The deliberate exclusion of an individual from work-related activities (including social activities related to work) or conversations in which they have a right or legitimate expectation to participate as a result of a personal characteristic of the complainant; and
- Other forms of oppressive behaviour which are somehow linked to a personal characteristic of the complainant.

Examples of bullying

Like harassment, bullying may take many forms. It may include unwelcome physical, verbal or non-verbal conduct. Bullying may occur in a face-to-face setting or in written or electronic communications. The following list provides

examples of the types of behaviour which can amount to bullying – this list is by no means exhaustive:

- Verbal abuse or threats;
- Steps taken to make someone's working life difficult. This might involve the setting of impossible deadlines, objectives or targets, constantly changing objectives and goals, deliberately imposing an intolerable workload, unreasonably removing areas of responsibility, or deliberately blocking advancement without cause;
- Intimidating behaviour;
- Unwarranted disparaging, ridiculing or mocking comments and remarks. Such remarks might be made in front of others and/or designed to undermine an individual;
- Physical violence; and
- The deliberate exclusion of an individual from work-related activities (including social activities related to work) or conversations in which they have a right or legitimate expectation to participate.

Forms of unwanted, unreasonable and offensive conduct

The following list, while not exhaustive, provides guidance as to the common forms of unwanted, unreasonable and offensive conduct dealt with under this policy.

- Unwanted physical contact, ranging from unnecessary touching or brushing to serious assault;
- Use of verbal or physical threats or abuse, including sectarian, political, racial or sexually derogatory or stereotyped remarks and statements or offensive terminology relating to people with a disability;
- Jokes or remarks that are related to age, that have a lewd, sectarian, racist or disability content, or which contain innuendo or mockery;
- Unwanted, intrusive questioning of a person about their marital or civil partnership status, sexual interests or orientation, age, religious belief, political opinion, race or ethnic origin;

- Coercion, including suggestions that sexual favours may further a person's career or that not providing them may adversely affect their career;
- Visual display of pornographic, sexually explicit or suggestive pictures, objects or written material (including the use of e-mail to send such material), political posters, graffiti, obscene gestures, flags, bunting, emblems and the wearing of distinctive clothing or sportswear which may be deemed offensive by others, for example, football, GAA, rugby tops, any clothing containing lewd or offensive images/slogans;
- Isolation and/or non co-operation at work, exclusion from work-related social activities;
- Use of implicit or explicit behaviour to control, influence or affect the career of another person whom they manage or over whom they exert actual or perceived authority;
- Persistent and unreasonable criticism;
- Unreasonable demands and impossible targets;
- Refusing to make reasonable adjustments to accommodate a disabled person;
- Refusing annual leave in connection with observance of religious and cultural events such as Islamic Festivals or Chinese New Year without reasonable justification.