

FAQs

What about confidentiality?

Confidentiality is respected. However there may be exceptional circumstances; where there is concern about the wellbeing of an individual or others and where urgent managerial action is required, that an Advisor will need to break confidentiality. This will be fully discussed with you beforehand.

Can I decide not to take the matter any further after the initial meeting with the Advisor?

Yes you can. Advisors are there to offer impartial and confidential advice. They are not an official counselling body but are able to provide advice with regard to the University's policy on tackling discriminatory behaviour. Ultimately, it is up to you whether you wish to take the matter further (except in exceptional circumstances such as those outlined above) after your initial meeting.

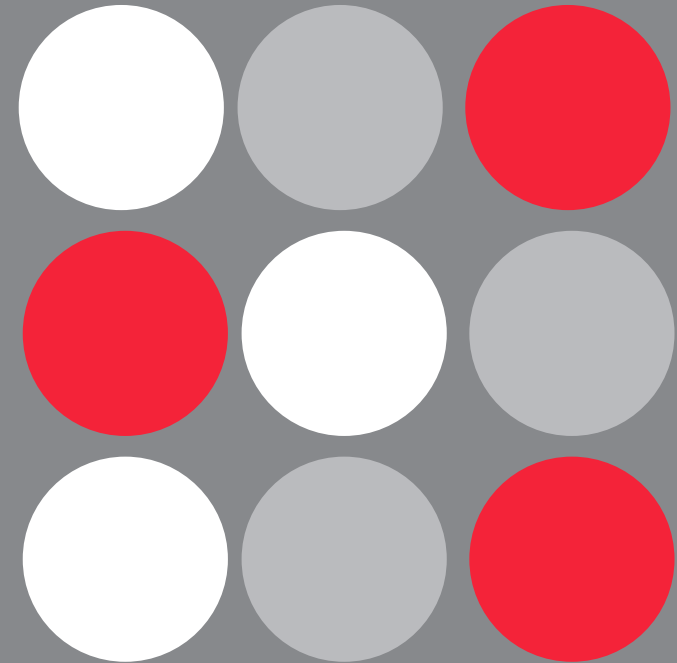
What do I do if I know of someone who is being bullied/harassed?

Urge them to speak to someone about it, whether that is their line manager, an Advisor or a colleague. The sooner they speak to someone the sooner the issue can be resolved.

How can I contact an Advisor?

The HR Equality and Diversity sharepoint site hosts a list of Advisors, their profiles and how to contact them. It also provides further information on the University's Dignity at Work Policy.

FALMOUTH
UNIVERSITY



**Dignity at Work
Advisors**

More Information

[sharepoint/HumanResources/EqualityandDiversity](#)

Leaflet template courtesy of MMU

***Taking action together to promote
dignity at work***

Dignity at Work

Falmouth University aims to be a place in which everyone can work and learn free from harassment and bullying. We believe that everyone deserves respect and that there is no place for unacceptable behaviour in the workplace.

In this leaflet, you will find information about the Dignity at Work Advisors.



Remember...

- How you behave towards people matters.
- Respect begins by treating others as you would want to be treated yourself.
- Mutual respect creates a better environment for people to work in.
- How you interact and correspond with people matters.

Dignity at Work Advisors

The Dignity at Work Advisors are a group of employees who are independent, fully trained and ready to help all members of staff who may be experiencing problems, who may have been accused of bullying and harassment or perhaps just need some advice.

Often just having someone to talk to can be enormously helpful and the Advisors are there to listen to your concerns and outline the options open to you.

We encourage people to come forward and to seek advice and help with the aim of resolving the situation and stopping unacceptable and offensive behaviour.

Spot the warning signs!

- Do I criticise colleagues publicly instead of dealing with them on a one-to-one basis?
- Do I exclude certain people from meetings and information loops?
- Do I gossip about other colleagues?
- Will my jokes or banter offend or upset anyone?

Definitions of Bullying & Harassment:

Bullying and harassment may occur on a single occasion, but it is more likely to happen sporadically or recurrently. Such behaviour can take a variety of forms including physical contact, verbal, written and electronic communication.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means to undermine, humiliate, denigrate or injure the recipient.

Harassment is unwanted conduct related to relevant protected characteristics, which are sex, gender, gender reassignment, race (which includes colour, nationality and ethnic or national origins); disability; sexual orientation, religion or belief, pregnancy and maternity, marriage and civil partnerships and age, that:

- 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 the person experiencing it, to have the effect of violating his/her dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

It is not the intention of the perpetrator that is key in deciding if bullying and harassment has occurred, but whether the behaviour is unacceptable and unwelcomed by the individual(s) subjected to it.