



WJ HEALTHCARE

**HARASSMENT AND
BULLYING POLICY
DOCUMENT**

7 The Precinct, Cheadle Hulme, Manchester, SK8 5BB

Tel: 0333 772 3242



WJ HEALTHCARE

CONTENTS

- Policy Purpose
- Types of Harassment
 - Bullying and Harassment
 - Sexual harassment and harassment about sexuality
 - Harassment based on disability
 - Harassment based on age
 - Harassment related to individual protective characteristics
- Impact of Harassment
- WJ Healthcare standards of behaviour
- What to do if you or others are subject to bullying or harassment
- WJ Healthcare Managerial contact details
- Useful Information



WJ HEALTHCARE

POLICY PURPOSE

Every member of WJ Healthcare, and anyone working or visiting our establishment, are entitled to be treated with dignity and respect. This means freedom from behaviour that can be interpreted as bullying or harassment, or that which causes offense. Everyone who experiences such behaviour is entitled to redress. This means that we expect standards of behaviour to contribute to a membership and working environment in which mutual respect and individual dignity are maintained.

TYPES OF HARASSMENT

BULLYING AND HARASSMENT

Bullying or harassment may mean behaviour which:

- Violates the dignity of a member of staff on the grounds of their race, colour, ethnic origin, gender, sexual orientation, disability, gender reassignment, or age (the protected characteristics)
- Creates an intimidating, hostile and degrading, humiliating or offensive environment.

The following are examples that illustrate such conduct, though this is not an exhaustive list:

- Rude or offensive names
- Rude or offensive observations about a persons appearance or lifestyle choices
- Use of offensive racist descriptions
- Use of offensive or insensitive stereotypes
- Verbal abuse based on race, colour or ethnic origin
- Circulation, or display of, offensive material based on race, colour or ethnic origin.
- Detrimental behaviour because of a colleague's race, colour or ethnic origin.

More... 

7 The Precinct, Cheadle Hulme, Manchester, SK8 5BB

Tel: 0333 772 3242



WJ HEALTHCARE

SEXUAL HARASSMENT AND HARASSMENT ABOUT SEXUALITY

Sexual harassment is conduct directed towards a colleague by another colleague or group of colleagues which is of a sexual nature, or which is based on a colleagues gender and which is regarded as unwelcome or offensive to the recipient or witness.

The following are examples which illustrate such conduct, though this is not an exhaustive list:

- Unwanted physical contact
- Contact which is intimidating, physically or verbally abusive
- Jokes that are based on sexual or gender issues
- Jokes about sexuality
- Verbal abuse based on sexuality
- Circulation, or display of, offensive material based on sexuality
- Non-verbal conduct, such as staring or gestures
- Suggestions that sexual favours may further a persons career, or that refusal may hinder it
- Sexual advances, propositions, suggestions or pressure for sexual activity at or outside work
- 'Locker room' talk

HARASSMENT BASED ON DISABILITY

Harassment based on disability is conduct directed towards a colleague by another colleague, or group of colleagues, which is based on the individuals disability or association with someone who has a disability which is unwelcome to the recipient or witness.

The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Use of offensive names
- Use of offensive or insensitive stereotypes
- Verbal abuse or jokes based on disability
- Circulation, or display of, offensive material based on disability
- Deliberate actions designed to hinder a colleague's ability to undertake their duties because of their disability.

More... 



WJ HEALTHCARE

HARASSMENT BASED ON AGE

Harassment based on age that is directed towards a colleague by another colleague, or group, which is based on the age of the person and is unwelcome by the recipient or witness.

- Jokes about age
- Use of offensive names
- Use of offensive or insensitive stereotypes
- Verbal abuse based on age
- Circulation, or display of, offensive material based on age.

HARASSMENT RELATED TO INDIVIDUAL PROTECTED CHARACTERISTICS

Bullying and harassment may simply arise because the individual has been singled out for such treatment, or associates with someone of a protected characteristic. For example, this would include claiming someone is homosexual when they are not or making fun of someone who has a disabled relative. The following is not an exhaustive list:

- Isolating a colleague by unfriendly behaviour
- Behaviour designed to belittle or produce anxiety in a colleague
- Unreasonable scrutiny of work
- Unreasonable criticism of work, and adopting double standards in expectations of work performance
- Unreasonable denial of holiday or special leave requests
- Unreasonable application or working demands
- Denial of requests for flexible working
- Work or staff social activities that deliberately exclude a colleague
- Jokes or inappropriate humour at the expense of a colleague
- Withdrawing communication



WJ HEALTHCARE

IMPACT OF HARASSMENT

Individual or accumulative acts can seriously undermine the dignity, confidence, and work satisfaction to such an extent that it influences job performance and general happiness, both inside and outside the workplace. Conduct becomes harassment if it persists and it has been made clear that it is regarded as offensive by the recipient, or a witness to the conduct, although a single offensive act can amount to harassment if it is sufficiently serious.

WJ HEALTHCARE STANDARDS OF BEHAVIOUR

WJ Healthcare members, staff and visitors are expected to behave with courtesy, consideration and an understanding of work colleagues. Everyone is entitled to work within a pleasant environment and not be subjected to foul or offensive language. The practice management will be expected to lead by example and has a zero tolerance of members who behave badly in their place of work.



WJ HEALTHCARE

WHAT TO DO IF YOU OR OTHERS ARE SUBJECT TO BULLYING OR HARASSMENT

WJ Healthcare is committed to ensuring that there is no harassment or bullying in the establishment and affiliated organisations. Allegations of harassment will be treated as a disciplinary matter, although every situation will be considered on an individual basis and in accordance with the principles of the practice's grievance and disciplinary procedures.

Please try to deal with the inappropriate behaviour informally in the first instance, by letting your colleague know that the behaviour in question is unacceptable to you and should be avoided in future

If you feel uncomfortable about raising the issue directly with your colleague, or if you consider the behaviour is serious, or has been repeated, then you should report the matter in the first instance to WJ Healthcare Managerial team (contact details below) .

WJ HEALTHCARE MANAGERIAL CONTACT DETAILS

Name: Mr Thomas Watcyn-Jones

Email: admin@wjhealthcare.co.uk

USEFUL INFORMATION

'Bullying and Harassment at work': a guide for managers, employers and employees

<https://www.gov.uk/workplace-bullying-and-harassment>