

Core brief

Introduction

This issue brings you the latest on the Once for Scotland Workforce policies – Bullying and Harassment.

Focus on new Bullying and Harassment Policy

As you are aware, from 1 March 2020, we will be implementing the new Once for Scotland Workforce policies. This briefing focuses on **Bullying and Harassment**.

<p>Why do we have this policy?</p>	<p>To provide support to seek early resolution to bullying or harassment concerns. It is also a formal mechanism to address unresolved, significant or persistent bullying or harassment, or both.</p>
<p>Who does this apply to?</p>	<p>This policy applies to all employees, including bank, agency and sessional workers.</p> <p>The behaviour can be by an individual or a group, either face to face, written or using electronic methods (cyber-bullying/harassment).</p>
<p>How does this affect me?</p>	<p>All employees and line managers have responsibilities described in the policy. In summary:</p> <p>Line Managers should:</p> <ul style="list-style-type: none"> • create an environment where employees are clear that bullying and/or harassment is unacceptable. • respond constructively and supportively where an employee raises a concern regarding bullying and/or harassing behaviours or is accused of such behaviours. • assess the seriousness of the complaint and determine whether the matter should be addressed under early resolution. • assess the risks arising from the parties continuing to work together while the concern is being addressed and consider alterations to working arrangements that would support this. • identify suitable alternative placement(s) and appropriate support mechanisms to prevent isolation where it is not possible to keep the parties together. • consider referring to any support mechanisms to maintain health and wellbeing during the process.

	<p>Employees should:</p> <ul style="list-style-type: none"> • contribute to a dignified working environment in which bullying and/or harassment is considered unacceptable and consider personal behaviours that might be seen as such. • take time to consider, using a self-reflection to consider whether the behaviours they have experienced are bullying and/or harassing in nature and if so, what outcome they would seek to achieve. • raise awareness of issues at the earliest opportunity. • respond constructively where they are accused of bullying and harassing behaviours. • where the employee is the person who is subject to the perceived behaviours, is a witness, or is the employee demonstrating such behaviours, and is unable to manage the behaviours on their own, raise the issue with a manager. • actively participate in the process in an attempt to manage the issue without delay. • consider accessing any support mechanisms to maintain health and wellbeing during the process.
<p>What do I need to do now?</p>	<p>New Policy Awareness Raising Sessions - we are running a number of Awareness Raising Sessions for Managers and Trade Union Representatives in the lead up to the Go Live date of 1 March – you can book to attend through the following link - awareness sessions. Due to demand, we are adding additional dates into April to ensure everyone is able to attend.</p> <p>The policy can be accessed anywhere, at any time and on any device (mobile, laptop, desktop) at https://workforce.nhs.scot or through the link at HR Connect.</p>

Are your contact details up-to-date? [Click here to check](#)