



Anti-Bullying, Harassment and Victimisation (Dignity at Work) Policy

This Policy describes the process for reporting, investigating and managing allegations of bullying, harassment and /or victimisation at work

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Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1	7.4.14	Change of name of policy to Anti-Bullying, Harassment and Victimisation Policy (Dignity at Work)
2	7.4.14	Addition of the LPT Anti-Bullying and Harassment Advice Service.
2	7.4.14	9.3 option to bring a friend to meetings taken out to be inline with other LPT policies.
2	7.4.14	6.2 and 9.2 bullet point 2, notes complaints should be received with details of most recent incident (s), usually within the last 3 months. Included in App 4 Formal Complaint Form.
2	7.4.14	8.12 Updated description of Mediation Services available.
2	7.4.14	Altered to add that report is sent to commissioning manager.
2	7.4.14	9.5 Outcome of investigation – bullet 5, added that in exceptional circumstances a move to a suitable alternative position be considered for either party involved in the investigation.
2	7.4.14	10.1 Appeal to be submitted in 10 workings days. Removed 14 days to be inline with other LPT policies.
2	7.4.14	10.1 Appeal – added witness statements must be available if they have not been interviewed. Added where the appeal is not clear or grounds of the appeal need further clarification there may be a review of the appeal lead by the commissioning manager before a formal hearing is convened.
3	14.9.15	9.3 – bullet point 3 added that where possible investigating managers will be from a different service area or locality.
3.1	14.9.15	9.3 bullet point 11 - Legal representation not permitted noted and included in the acknowledgement letter App 5.
3.2	14.9.15	Addition to the Formal Complaint Form App 4 - to ask for desired outcome of complaint.
3.3	14.9.15	<p>The following descriptions have been added: Type 2: Unwanted/uninvited behaviour related to the protected characteristics; Homophobic Behaviour Homophobic behaviour is a form of discrimination, harassment or bullying, of an individual because of their sexual orientation.</p> <p>Forms of harassment – Appendix 1</p> <ul style="list-style-type: none"> • Making sexual threats and intimidation • Making provocative, unnecessary and unwanted heterosexual physical contact • Making offensive jokes, offensive name calling <p>Forms of bullying – Appendix 1</p> <ul style="list-style-type: none"> • Verbal abuse, suggestive and unwelcome remarks about appearance and private life • Denying opportunities for promotion or development • Using an offensive manner in communication, which is not used with other employees

3.4		Appendix 9 – Composition of panel amended to; • A Manager a level above the Commissioning Manager and from another service line and a Senior Human Resources representative.
3.5	23.5.17	8.8 - Added sentence to note Guidance notes for conducting a facilitated meeting can be found at Appendix 14. Added to policy Appendix 14 – Guidelines for management facilitated meetings to resolve issues.
Summary	6.11.17	Added reference to Trust Pledge.
4.2	6.11.17	Replace Agenda for Change definition of bullying with Acas guidance definition of bullying; Acas characterises bullying as offensive, intimidating, malicious or insulting, behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.
4.4	6.11.17	Updated reference to Raising Concerns policy and added in reference to Trust Freedom To Speak Up Guardian, also added in section 7.
5.2 and 5.3	6.11.17	Added in reference to Trust values.
5.2	6.11.17	Added to set a good example of expected work place behaviours.
6.0	6.11.17	The E learning equality training provides guidance to staff on dealing with bullying and harassment issues.
8.6	6.11.17	Paragraph taken out as repeats from 8.4
10.	6.11.17	Appeal process taken out and Grievance process added. Advised in accordance to Stage 2 of Trust Grievance Procedure.
9.3	6.11.17	Investigating a formal complaint. Noted timeframe to 8 weeks from 56 days to be in line with Trust Disciplinary Policy and Procedure.
9.3	6.11.17	Taken guidance to completion of an investigation out and noted will be carried out in accordance to Trust process.
10.3	6.11.17	Taken out reference to Nipping it in the bud.
14.6	6.11.17	Reference to Trust Prevent (Hate Crime) Coordinator and Trust Safeguarding team.
16.0	6.11.17	Added reference to Trust Grievance Procedure.
App 2	6.11.17	Taken out “Nipping it in the bud” flowchart and reference to this.
App9	6.11.17	Taken out levels of authority to hear appeal.
13.0	22.1.18	Added Performance Management procedure.
11.5	22.1.18	Added learning as a recognised outcome.
3.0	15.2.18	Relevant legislation - Prevention of Harassment Act 1997 added.

All LPT Policies can be provided in large print or Braille formats, if requested, and an interpreting service is available to individuals of different nationalities who require them.

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Definitions that apply to this Policy

Bullying	<p>Workplace bullying is defined under 'Agenda for Change' as "the unwanted behaviour, one to another, which is based upon the Unwarranted use of authority or power."</p> <p>Acas characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.</p>
Dignity at Work	<p>"A state, quality or manner worthy of esteem or respect; and (by extension) self-respect. Dignity in care, services or employment, therefore, means the kind of service, in any setting, which supports and promotes, and does not undermine, a person's self-respect regardless of any difference".</p>
Due Regard	<p>Having due regard for advancing equality involves:</p> <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by people due to their protected characteristics. • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. • Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
Harassment	<p>Harassment is often linked to bullying, however bullying may or may not amount to harassment under the Equality Act 2010 which defines harassment as "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual".</p>
Human Rights	<p>'Human rights' are the basic rights and freedoms that belong to every person in the world. They are the fundamental things that human beings need in order to flourish and participate fully in society.</p> <p>Human rights belong to everyone, regardless of their circumstances. They cannot be given away or taken away from you by anybody – although some rights can be limited or restricted in certain circumstances. For example, your right to liberty (Article 5, European Convention on Human Rights) can be restricted if you are convicted of a crime.</p>
Protected Characteristics	<p>It is unlawful to discriminate against an individual because of any of the protected characteristics in the Equality Act 2010. The nine protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
Victimisation	<p>Victimisation occurs when an employee is treated badly because they have made or supported a complaint, or raised a grievance under the Equality Act 2010; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.</p>

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and advances equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development, review and implementation.

1.0 Purpose of the policy

- 1.1 The Trust believes that everyone has a right to be treated with respect, compassion, trust and integrity and these are core values for all of our staff. The Trust is committed to providing a work environment where all employees feel supported and equipped to challenge harassment, bullying, stereotyping and discriminatory behaviour; where it is expected that all employees will treat each other fairly and with mutual respect.
- 1.2 Complaints and concerns will be taken seriously, and this policy and procedure applies to all people identified within the scope of the policy who consider that they have been bullied or harassed in any way, including on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation..
- 1.3 The aim of this policy is to promote and encourage positive and supportive behaviour at work with a view to reducing the potential for conflict and complaints in relation to working relationships within the Trust.
- 1.4 The policy also provides information for employees about the type of behaviour that is unacceptable, and a range of support mechanisms for those who believe they are victims of bullying or harassment to raise concerns and seek resolution.
- 1.5 All employees are expected to comply with the Trust Values of, Respect, Trust, Compassion and Integrity and this policy and carry responsibility for their own behaviour, ensuring that poor conduct does not occur. Everyone has a personal responsibility to comply with the Equality Act 2010 and the Organisation's 'Equality, and Human Rights Policy'.
- 1.6 Appropriate action will be taken against any employee who contravenes this policy. Dependent on the circumstances this could be seen as gross misconduct, which may be subject to action under the Disciplinary Policy and Procedure and could result in a formal sanction or dismissal.
- 1.7 The Trust also recognises that it has a responsibility to protect employees from bullying or harassment at work by members of the public, contractors, service users, patients and volunteers.

- 1.8 This policy is supporting staff rights as outlined in Section 3a of the NHS Constitution.
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_093421

2.0 Summary

This policy sets out the standards of behaviour required in order to maintain organisational values of Trust, Integrity, Respect and Compassion. It describes the arrangements that have been made as far as possible to eradicate bullying, harassment, victimisation and inappropriate behaviour at work and it describes how the Trust will deal with claims of alleged bullying, harassment or victimisation.

Bullying, harassment or victimisation will not be tolerated and the Trust operates a zero tolerance policy, any such behaviour identified may result in disciplinary action up to and including dismissal.

The LPT Pledge reflects our values of Trust, Compassion, Respect and Integrity and it makes clear the expectations we have of each other in order for us all to deliver high quality, patient-centred care, which is at the heart of everything we do. Through applying these pledges, this will help to make LPT a better place to work for everyone.

3.0 Introduction

- 3.1 This policy replaces Leicestershire Partnership Trust's existing Anti-bullying, Harassment and Victimisation (Dignity at Work) Policy.
- 3.2 Leicestershire Partnership Trust is committed to providing a healthy working environment where all staff are treated with dignity and respect and is reflected in our Pledge. This policy applies to all those working in the Trust in whatever capacity.
- 3.3 Employees have the right to raise any issues or allegations regarding bullying, harassment or victimisation and to be supported by the Trust should they feel that they have been a recipient of such behaviour. The Trust operates a zero tolerance policy to incidents of bullying, harassment and victimisation, irrespective of any protected characteristic.

Relevant legislation

Health & Safety at Work Act 1974

General duties of Employers and Employees. Requirement that employers assess and manage risks to health and safety.

Human Rights Act 1998

Rights and freedoms protected under the European Convention on Human Rights.

Equality Act 2010

Provisions relating to Human Rights and discrimination on grounds of all protected characteristics.

Freedom of Information Act 2000

Prevention of Harassment Act 1997 (s. 2, 2A (Stalking) and 4).

4.0 What is Bullying, Harassment and Victimisation?

- 4.1 Bullying, harassment or victimisation can be direct or indirect and can have many forms, which may include verbal, covert behaviours, written, transferred electronically

via mobiles or e-mails or through visual displays. Appendix 1 contains further details on forms of harassment and bullying.

4.2 Bullying

Acas characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

General behaviour can be deemed to be bullying if it forms part of a persistent campaign to intimidate, demean or humiliate another employee or group of employees. It should be recognised that bullying can occur between individuals at any level including staff to managers and managers to staff.

4.3 Harassment

Harassment is often linked to bullying, however bullying may or may not amount to harassment under the Equality Act 2010.

In Equality law, behaviour has to be one of three types to be classified as harassment:

- 1: Sexual Harassment;
- 2: Unwanted/uninvited behaviour related to the protected characteristics
- 3: Unfavourable treatment as a result of submission to, or a rejection of, previous sex or gender reassignment harassment.

4.4 Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint, or raised a grievance under the Equality Act 2010; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

The Trust will ensure that complaints of victimisation following reported incidents of bullying or harassment or Raising Concerns (Whistle Blowing) are investigated and dealt with appropriately. Please see Trust Raising Concerns (Whistle Blowing) Policy or refer to the Trust Freedom to Speak up Guardian for further details.

The different forms of harassment and types of behaviour as defined under Equality law are described in Appendix 1.

5.0 Duties within the Organisation

5.1 Trust Board

The Trust Board has responsibility to oversee this policy and ensure that managers take appropriate action to prevent and to deal with instances of bullying harassment, victimisation promptly and effectively.

5.2 Managers

All Managers are responsible for the implementation of this policy and for ensuring that all employees are aware of their responsibilities under it.

In order to promote a positive working environment Managers should:-

- Conduct themselves in a way which does not intimidate or cause offence or embarrassment to others, and to be aware of behaviour which may cause offence, even if unintentional. Upholding Trust values of Trust, Respect, Compassion and Integrity and the expected principles and behaviours outlined in the Trust Pledge.
- Undertake training programmes on this matter, Essential HR training and relevant Equalities E-Learning training.
- Promote awareness that bullying or harassment will not be tolerated.
- Take all reasonable steps to ensure that bullying or harassment does not occur in the workplace for which they are responsible.
- To take appropriate action if they become aware of or witness any acts of Bullying, harassment or victimisation.

Treat all complaints of bullying, harassment or victimisation seriously, sensitively and confidentially and ensure complaints are dealt with promptly.

- Ensure that there is no victimisation or retaliation against the person(s) who made the complaint.
- Set a good example of expected work place behaviours and attitudes.

5.3 Employees

It is the responsibility of all employees:

- To conduct themselves in a way which does not intimidate, cause offence or embarrassment to others, and to be aware of behaviour which may cause offence, even if unintentional. Upholding the Trust values of Trust, Respect, Compassion and Integrity and in accordance to the principles of the Trust Pledge.
- To contribute towards a working environment free from bullying, harassment or victimisation.
- To discourage bullying or harassment and challenge inappropriate behaviour by making it clear that they find such behaviour unacceptable.
- To report to an appropriate person any instances of bullying, harassment or victimisation which are in direct contravention of the principles outlined in this policy.
- To offer to support colleagues who suffer such treatment, encouraging them to raise concerns in accordance with this policy. Also to advise colleagues to seek support.

5.4 Human Resources

The Human Resources Department is responsible for:

- Providing support and guidance to staff and managers on the implementation and application of this policy.
- Working with managers and staff to identify appropriate mechanisms and interventions needed to satisfactorily resolve matters of this nature.
- Supporting the monitoring of the application of this policy and to update it as required.
- Supporting Investigation of formal complaints.

6.0 Training Needs

There is a need for training identified within this policy which relates to behaviours and equality and diversity. Behaviour management training is incorporated into our leadership training packages with essential training for new managers including Essential HR training with discussion throughout about behaviours, attitudes and managing staff, with specific attention to dealing with bullying, harassment and victimisations complaints. There is an e-learning equality and diversity programme that is mandatory training for all staff.

7.0 Monitoring Compliance and Effectiveness Please refer to Appendix 9 for Monitoring section

- 7.1 Monitoring of complaints of bullying, harassment and victimisation, arising both formally and informally, is important to provide information such as: what type of complaints are arising; how many complaints are resolved satisfactorily; any problem areas which need addressing and any additional training which is required.
- 7.2 Human resources will keep a confidential record of all formal complaints of bullying and harassment, including all case notes, and their outcomes, which will be separated from the personal record files.
- 7.3 All those involved in supporting/advising an employee at the informal stage, human resources, trade union representatives or line managers will keep an anonymous record of the case (with the complainant's agreement) and forward it to human resources.
- 7.4 Human resources will quarterly collate all the above information to monitor and review the overall operation of the bullying and harassment complaints procedure via the workforce paper
- 7.5 The data collated from the Staff Opinion Survey will be analysed and appropriate action plans will be put in place from the findings
- 7.6 All cases of bullying, harassment and victimisation will be recorded by the Human Resources department and confidential and non-identifiable reports will be produced and presented within the monthly Workforce Reports. Equality Monitoring

of the cases will be undertaken by the Human Resources Department to highlight potential trends and or identify the need for additional support. This will include an analysis of any trends in relation to the protected characteristics. Any concerns will be presented to the Workforce and Wellbeing Group. Further to this, the information will be reported annually to Strategic Workforce Group and the Trust Board and information will be published in the Trusts Annual Report as part of our duty under the Public Sector Equality Duty.

8.0 General Principles

- 8.1 All employees have a right to be treated with dignity and respect at work. Any form of bullying, harassment or victimisation will not be tolerated under any circumstances.
- 8.2 Individuals are encouraged to resolve issues informally in the first instance. However, the Trust will take all necessary action to eliminate inappropriate behaviour. Complaints should be made as soon as possible after the event or circumstances giving rise to the complaint and **usually within 3 months** of their occurrence. Complaints made outside this time period will be more difficult to address because of the time that has elapsed, however it is acknowledged that occasionally there may be valid reasons why this timescale cannot be met.
- 8.3 If an individual observes anyone within the Trust suffering from bullying or harassment, they may take action on their behalf to raise the issue in the first instance or notify an appropriate manager.
- 8.4 Line Managers and Supervisors are responsible for ensuring that their staff perform their duties to an acceptable standard. Therefore, appropriately conducted and justifiable management of an employee's behaviour or job performance does not constitute bullying or harassment. Line Managers and Supervisors are responsible for being direct and honest in relation to making employees aware if aspects of their behaviour and/or conduct are a cause of concern.

9.0 Support and Advice

- 9.1 The Trust recognises that for a variety of reasons some employees may be unwilling or find it difficult to make a complaint against someone who has caused them distress by their behaviour. Various sources of advice and support are available to employees if they are experiencing distress as a result of another individual's behaviour. They may seek advice from one or more of the following:
- Senior Manager
 - Line Manager
 - A Trade Union/Professional Organisation accredited representative or work colleague
 - Human Resources team
 - The Occupational Health Service
 - AMICA - Staff Counselling and Psychological Support Services 0116 254 4388
 - Equality Team
 - Leicestershire Partnership NHS Trust (LPT) Anti-Bullying and Harassment Advice Service (ABHSS) on tel, **07557190581** or by email **nobullying@leicspart.nhs.uk**
 - Trust Freedom to Speak Up Guardian
 - Local Security Management Specialist
 - "Listening Ear" for Staff - 01162294055

10.0 Informal Resolution to Complaints

- 10.1 Employees who believe that they are being bullied, harassed or victimised are encouraged to seek advice and support at the earliest stage.
- 10.2 The Trust is committed to achieving informal resolution of complaints wherever possible. In many cases people are not aware that their behaviour is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease.
- 10.3 Before embarking on any formal process resolution of the issues through informal methods should be explored and exhausted wherever possible. There are a number of options available for informal resolution:

Raise concerns directly with the alleged perpetrator

- 10.4 At an early stage employees are encouraged to raise the matter directly with the alleged perpetrator, either verbally or in writing, to identify clearly the behaviour which is causing them distress with a view that the behaviour should cease or be modified.
- 10.5 In circumstances where the employee feels it is too difficult for them to make this initial approach the employee may seek informal support from a work colleague, Trade Union Representative, Equality Team, Human Resources or appropriate manager, likewise the alleged perpetrator may seek support.

Raise concerns with line manager

- 10.6 In circumstances where the employee has been unable to resolve the situation by raising this directly with the alleged perpetrator or if they do not feel comfortable in following this approach they may raise their concerns with their line manager, or, in cases where the behaviour being complained of involves their line manager, a more senior manager.
- 10.7 The line manager can speak with the alleged perpetrator on their behalf explaining the situation, or alternatively they could facilitate a meeting between the employee and the alleged perpetrator regarding their perceived behaviour. Guidance notes for conducting a “facilitated meeting” can be found at Appendix 2. **Mediation must be offered at this stage.**

Informal resolution through mediation

- 10.8 All parties will be offered mediation to resolve concerns. Mediation is a process whereby a neutral third party intervenes in a workplace conflict or dispute to assist the parties in reaching a satisfactory outcome. This is a voluntary process. Mediation usually lasts one full day. It creates a safe environment where parties are able to communicate and work towards the restoration of a positive working relationship. Mediation is a structured process which enables parties to identify, consider and discuss their own and each other’s current and future needs. Mediators encourage and facilitate open and honest communication which often leads to increased awareness, understanding and empathy between parties.

- 10.9 The content of the discussions during the meeting will remain confidential to the individuals concerned; however, any agreed outcomes will be confirmed in writing and made available to both parties. Any breach of confidentiality may lead to action being taken in accordance with the Disciplinary policy.
- 10.10 If informal measures prove to be ineffective or the employee feels them to be inappropriate as the matter is so serious, the employee should be made aware that they may want to take formal action. It is recognised that this requires courage and determination and despite the support offered, the employee has the right not to pursue their complaint formally if they so wish. In such circumstances however, management have the right to initiate formal action to deal with the alleged perpetrator if supporting evidence is available, for example, from witnesses.

11.0 Formal Procedure

11.1 Where an informal approach has been unsuccessful or not appropriate, and an employee decides to pursue a complaint formally, then a commissioning manager will instigate a thorough investigation of the matter.

11.2 Registering a Formal Complaint.

- An employee should register a formal complaint using the Bullying & Harassment Form or by letter (See Appendix 3) within this policy. The form can be provided in large print or Braille format and an interpreting service is available to individuals in different formats.
- The form or letter must contain details of the most recent incident(s), usually within 3 months of the last incident and the name of the alleged perpetrator and be returned to the complainant's manager marked 'Private and Confidential' for onward transmission to Human Resources, or where this would not be appropriate because of personal involvement, directly to Human Resources.
- Employees should be encouraged to return the form or letter as soon as possible.
- The completed form or letter will be registered and an acknowledgement sent within 5 working days of receipt. Where possible, the name of the manager(s) nominated to investigate the complaint will be confirmed. If this is not possible then the name should be forwarded within a further 5 working days (See Appendix 4).
- Once registered, a copy of the complaint will be sent to the manager of the alleged perpetrator if they are employed in a different department/area to the employee making the complaint.
- At the same time, the alleged perpetrator must be informed of the nature of the complaint lodged against them and of any immediate action to be taken. Appropriate support should be provided to both parties.
- Consideration needs to be given as to whether any working arrangements affecting the two parties involved need altering during the course of the investigation, for example, if either party is the immediate supervisor of the other employee.

11.3 Investigating a Formal Complaint

- Investigations will be carried out in accordance with Trust investigation process and with the minimum delay.
- Terms of reference will be issued by the commissioning manager detailing the full remit of the investigation to be completed.
- All investigating managers should be at an appropriate level of seniority. Where possible investigating managers will be from a different service area or locality.
- Investigating managers must not have had any previous dealings with the case, should have no connection with the complaint, and should be completely impartial. Investigating officers should usually have received training on conducting an investigation.
- A representative from Human Resources will be assigned to support the investigation to ensure it is completed in line with the policy. They will not have had any previous dealings with the case and be completely impartial.
- Investigators who are also the employee or the alleged perpetrator's line manager may find difficulty in continuing to provide managerial support whilst maintaining the impartiality required when investigating the complaint.
- Directors may consider inviting investigating managers from outside of their own Department where there are no appropriate managers within the Department, or in circumstances in which they wish to do so for other reasons.
- Investigating managers must be available to conduct the investigation within the timescale below.
- The investigation must be carried out without undue delay and in any case be completed where possible within **8 weeks** of the complaint being registered unless there are exceptional circumstances to prevent this.
- Both parties may wish to be accompanied by a trade union representative or work colleague. Legal representation is not permitted. The employee and the alleged perpetrator will be interviewed separately.
- All parties concerned must maintain strict confidentiality throughout the investigation, including witnesses.
- The investigation will be carried out thoroughly, impartially and with due sensitivity to the nature of the complaint. A key aim of the investigation is to determine whether the conduct being complained of is capable, on an objective test, of being categorised as having caused offense.
- A detailed record of all interviews and witness statements must be kept.
- Both parties should be kept informed simultaneously about the progress of the investigation.

11.4 Counselling and support should be available to all those affected by the investigation and may be provided by Occupational Health, AMICA, the line manager or Human Resources in addition to any given by a trade union representative. The individual will also have access to their Professional Body if applicable or the Chaplaincy Service or support services (*See paragraph 9.1*)

11.5 Outcome of the Investigation

The investigation will conclude with a report to the commissioning manager (or where this would not be appropriate, to Human Resources). This will summarise the investigating manager's findings on the allegations of the complainant and recommend what further action should be taken. Both parties will be informed of the outcome of the investigation with a summary of the findings, verbally and in writing at a feedback meeting.

- A decision to convene a disciplinary hearing if the investigation team is satisfied that there is objective evidence to support the allegation that deliberate bullying, harassment or victimisation has taken place and this is agreed by the commissioning manager. The full findings of the formal investigation will only be shared with the complainant should there be a case to be heard at a formal hearing.
- A decision to deal with the matter informally because it is not sufficiently serious to warrant formal disciplinary action or where it is recommended that support and learning are appropriate actions to be put in place. This could include an apology, reassurance of no repeated behaviours, reflection of personal learning, guidance, training or counselling as appropriate. This may also include recommendations identified from the investigation report.
- No further action is appropriate if the complaint is not upheld. This may be due to lack of evidence but in the rare event of a complaint being shown to be untrue, ill judged or even malicious, then the matter may be subject to investigation and result in disciplinary action against the employee raising the complaint. This will be progressed in accordance with the Trust Disciplinary Policy and Procedure.
- The expectation would be that staff will remain in or return to their substantive position, however ongoing support will be provided for individuals who might require it.
- Final recommendations from the investigation report will need to be actioned. Only in exceptional circumstances would a move to a suitable alternative position be considered for either party involved in the investigation. This would be undertaken providing robust and agreed support and in consideration of all of the recommendations of the investigation.

12.0 Grievance Process (Appeal)

12.1 If the matter is not resolved to the satisfaction of all parties concerned, an individual may submit a grievance in accordance to Stage 2 of the Trust Grievance Procedure. The Commissioning manager will discuss level of the grievance with the complainant concerned. It should be noted however that decisions concerning the outcome of action against the alleged harasser(s), taken as a result of the investigations, cannot be raised under the Trust's Grievance procedure. The appeal should be made in writing to the Head of Human Resources and outline the grounds

for the grievance. The grievance should be made within **10 working days** of the employee being informed of the outcome of the investigation.

12.2 The process and time lines undertaken at this point will be in accordance with the Trust Grievance Procedure at Stage 2.

12.3 The grievance process is not intended to re-investigate or re-hear evidence, however it may:

- Instruct a new investigation to take place,
- Uphold the decision of the original investigation,
- Invoke an investigation under other relevant policies and procedures.
- Decide to deal with the matter informally.

13.0 Performance Management and Disciplinary Process

Learning and development recommended as part of the findings of an investigation or as part of the informal process should be included into an Action Plan in accordance to the Trust Performance Management Policy and Procedure.

Any disciplinary action as a result of a complaint of harassment, bullying or victimisation will be convened under the Trust's Disciplinary policy and procedure.

14.0 Bullying or Harassment by Patients, Service Users, Members of the Public or Partner Organisations.

14.1 Alleged bullying or harassment of staff by patients, clients, service users, carers, relatives or members of the public should be reported to line management and should initially be dealt with at a local level. If appropriate, the issues should be discussed with the Multi-Disciplinary Team involved in the patient's care.

14.2 Alternatively, an approach may be made to the organisations Freedom to Speak up Guardian, who is available to discuss any problems staff may have which relate directly to patient care delivery.

14.3 An informal approach, in the first instance, such as an immediate challenge to the alleged perpetrator by the victim, with a witness, may be sufficient.

14.4 The manager may consider it appropriate to approach the alleged perpetrator and / or to discuss the situation with a carer or relative.

14.5 The manager should clarify the circumstance of the alleged incident, outline the unacceptability of certain behaviour and explain the consequences of further incidents of harassment. A letter confirming the interview will be sent to the alleged perpetrator or, if more appropriate, to a carer or relative. If the situation persists or is unresolved, the Service Manager will arrange a Case Conference including relevant Directors, Human Resources Department, commissioner and other care providers in order to undertake a full investigation of the circumstances and agreement for further action.

- 14.6 Any decision to withdraw services from patients or service users must be made by the relevant Service Director in conjunction with the purchasers and with the agreement of the Chief Executive. It must also be reported to the Board. In cases of assault, incitement to racial hatred, stalking or other criminal offences, the Police will be informed. Trust Prevent Lead/Hate Crime and Trust Safeguarding Coordinator to be advised at this stage if not already involved.
- 14.7 If an employee has anxieties about personally continuing to provide services to an alleged perpetrator, they must discuss this first with their line manager and seek further help and advice, as appropriate.
- 14.8 In cases of alleged harassment within Mental Health and Learning Disabilities Services in particular, care should always be taken to involve the relevant health professional to ensure the presence of appropriate witnesses to protect both parties, including the Responsible Medical Officer, where appropriate.
- 14.9 In cases of alleged harassment by partner agencies and stakeholders, it is important that staff notify their immediate line manager in order that the situation can be dealt with. It is important that staff are treated with dignity and respect and are not placed in a compromising situation that prevents them from effectively representing the organisation at meetings, events, etc. It is also important that partners and stakeholders inform the organisation immediately where they feel members of staff have behaved inappropriately towards them or any other member of their team/organisation.

15.0 Due Regard

LPT recognises every individual's right to be treated with dignity and respect in all aspects of their life, including the time spent in work.

The purpose of this policy is to raise awareness amongst employees that harassment and bullying will not be tolerated and that action will be taken against perpetrators, to commit to creating a working environment free from all forms of harassment and bullying that may exist within the organisation. To provide definitions of various forms of harassment and bullying and to provide the mechanisms to deal with complaints of harassment and bullying.

The Trust highlights throughout this policy that all of its employees, patients and clients have the right to be treated with courtesy, dignity, fairness and respect at all times and will ensure that its commitment to good employment practice, equal opportunities and related legal obligations and good practice guidelines are maintained.

The Due Regard (Equality Analysis) is included in Appendix 7.

16.0 Publicity

Information on the Anti-Bullying, Harassment and Victimisation Policy (Dignity at Work) must be readily available to all employees to ensure that all employees understand the organisation's commitment to stamp out bullying, harassment or victimisation at work. It should be offered in formats and styles applicable to staff needs and promoted at all staff support groups e.g. BME, Carers, LGBT and Disabled Staff <https://www.equalityhumanrights.com/en>

Employees should know how to make complaints and be confident that these will be handled effectively.

LPT - committed to stamping out workplace
bullying and harassment

17.0 Links to Standards/Performance Indicators

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 13) Staffing (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 CQC essential standards and well lead domain	That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 14

References and Associated Documentation

This policy was drafted with reference to the following:

LPT Grievance Procedure

LPT Disciplinary Policy and Procedure

LPT 'Equality, Diversity and Human Rights Policy'

LPT Performance Management Policy

LPT Internet and Electronic Communications Policy

DISSEMINATION AND IMPLEMENTATION

The policy is approved by the Leicestershire Partnership NHS Trust Workforce and OD Committee and is accepted as a Trust wide policy. This policy will be disseminated immediately throughout the Trust following ratification.

The dissemination and implementation process is:

- Line-Managers will convey the contents of this policy to their staff
- Staff will be made aware of this policy using existing staff newsletters
- Team briefings
- The policy will be published and made available on the Intranet

Forms of Harassment:

- Lewd comments leering, whistling or making sexually suggestive comments or gestures or innuendoes; Making offensive jokes, or offensive name calling.
- Unwelcome sexual advances and/or flirting after it has been made clear that such suggestions are unwelcome. Making sexual threats or intimidation.
- The worsening of conditions after a rejection of sexual advances.
- The display of pornographic or sexually suggestive pictures/pin ups, sexually suggestive subjects or offensive objects or written materials.
- Invasion of personal space. Making provocative, unnecessary and unwanted physical contact.
- Unwelcome remarks about a person's dress or appearance.
- Unwanted, non-accidental physical contact ranging from unnecessary touching, e.g., patting, pinching or brushing against a colleague's or member of staff's body to assault and coercing sexual relations;
- The display or sending of offensive letters, e-mail messages, text messages or Publications/Social Media (Facebook, Twitter Etc.).
- Racist language and racist jokes or derogatory statements about national origin.
- Racist, threatening behaviour, graffiti or the display of racially offensive material.
- Physical attacks on individuals or their property because of their race or ethnicity.
- Racists e-mail messages or text messages, social media (facebook, twitter etc).
- Open hostility to colleagues/employees from a particular racial group.
- Patronising remarks, belittling comments or assumptions based on the person's disability mimicking the particular disability.
- Exclusion from conversation or social activities.
- Offensive e-mail messages or text messages.
- Offensive comments or language including comments/assumptions that someone is gay because of their voice, clothing, mannerisms etc.
- Physical attacks on individuals or their property because of their religion or belief.
- Anti-lesbian, gay, bi-sexual or transgender jokes (LGBTQ).
- Physical attacks on an individual or their property because of their sexuality.

Forms of Bullying

- Shouting at a colleague or employee; Verbal abuse and unwelcome remarks about appearance and private life.
- Non-verbal/covert bullying, harassment or victimisation – where an individual imposes behaviour and attitudes out of sight from others.
- Personal attacks on a colleague's contribution, such as ignoring colleagues Opinion;
- Criticising a colleague in their presence in front of others;
- Withholding information with the intention of deliberately affecting a colleague's performance; denying opportunities for promotion or development.
- Non co-operation or isolation.
- Open hostility to a colleague, patient or employee; using an offensive manner in communication, which is not used with other employees.
- Spreading malicious rumours/making malicious allegations, including unwarranted allegations of harassment, made with malicious intent or bad faith;

This list is not an exhaustive.

In Equality Law, behaviour has to be one of three types to be classified as harassment;

Type 1: Sexual Harassment;

Sexual harassment takes place when a person does something 'of a sexual nature' (either verbal, non-verbal or physical) that;

- i. Violates a person's dignity; or
- ii. Creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.

'Of a sexual nature' can include; sexual assaults, sexual jokes, unwelcome sexual advances, touching, displaying pornography or sending e-mails of a sexual nature.

Type 2: Unwanted/uninvited behaviour related to the protected characteristics:

Under the Equality Act 2010 the protected characteristics are (Disability, Age, Pregnancy & Maternity, Marriage & Civil Partnership, Gender Reassignment, Race, Sex, Religion or Belief and Sexual Orientation);

Unwanted behaviour can include any kind of behaviour, such as; spoken words, written words, physical gestures, facial expressions, jokes, mimicry, pranks, abuse, imagery, acts affecting a person's surroundings or other physical behaviour.

Homophobic behaviour is a form of discrimination, harassment or bullying of an individual because of their sexual orientation.

Related to a protected characteristic includes either:

- i. Situations where the person receiving the unwanted behaviour actually has a

protected characteristic; or

ii. Occasions when the person receiving the unwanted behaviour has any connection with a protected characteristic.

Type 3: Unfavourable treatment as a result of submission to, or a rejection of, previous sex or gender reassignment harassment.

This type of harassment occurs when a worker (male or female) is treated less favourably than another employee because he/she has either submitted or rejected sexual harassment or harassment related to sex or gender reassignment.

Racial Harassment

The Equalities and Human Rights Commission has published the following definition:

“racial harassment and violence which may be verbal or physical and which includes attacks on property as well as on the person, suffered by individuals or groups because of the colour, race, nationality, ethnic or national origins where the victim believes that the alleged perpetrator was acting on racial grounds and or there is evidence of racism.

Further information of the Equality and Human Rights Commission can be found on the internet at <https://www.equalityhumanrights.com/en>

FACILITATED MEETING TO RESOLVE DIFFERENCES

Guidance notes

Facilitated meetings are a means for individuals to come together to discuss and resolve any issues. It is expected that the facilitated meetings will be conducted by line managers. There may be occasions where it is agreed that a staff member may be supported by a union representative and/or HR during these meetings. Consideration will need to be given to the effect or impact on other team members and clearly noted. Facilitators must be fair, impartial and neutral. The following is a guide for how such meetings will be progressed:

- Meetings will be held in a private room where there will not be any interruptions. A separate room will need to be available for staff to meet with a representative prior to and during the meeting where applicable.
- Consideration should be given to the venue for the meeting to ensure confidentiality.
- Ask both parties to think about what it is they want to discuss prior to the meeting and if they have any suggestions as to how things can be resolved.
- The purpose of meeting: will be outlined at the beginning of the meeting by the meeting facilitator. Note both parties have concerns and explain that this is an opportunity to talk directly with each other regarding those concerns openly and in a safe environment and to reach an agreement about how they will work together in the future.
- There will be no notes taken of the meeting but actions and agreements for future working will be confirmed via email after the meeting. The meeting facilitator will confirm the agreements.
- Note any previous attempts to resolve issues.

Set out ground rules for the meeting:

- Show respect-refer to LPT Staff Pledge
- Value each person's experience, concerns, needs and dignity
- Be patient
- Listen and don't interrupt when the other party is talking – take notes of things you want to say and you will be given an opportunity to respond and clarify any points
- **Confidentiality** – agree what can be communicated outside the room and to whom.

If at any point it is considered that the meeting is not going well that there is a break. At the point of reconvening that there is confirmation that each party is happy to continue with the meeting or alternatively if the meeting has to be stopped.

Where the facilitation meeting does not result in an agreement:-

The organisation has its own **Mediation Service**. Should it be that there that there is no resolution as a result of the meeting then there should be discussion with both parties to see if they can agree to undertake mediation.

Contact Annie Lin, Human Resources on 0116 2953428 for arrangements and dates for mediation to take place.

Agree an interim arrangement for working together until such time mediation can be undertaken. If you require further advice ring your HR representative.



Leicestershire Partnership
NHS Trust

Bullying & Harassment - formal complaint form

1. Surname _____ Forename _____ Employee No. _____

Home or Work Address (as appropriate for communication purposes)

.....
.....
.....

Home Email/Tel no: Work Email/Tel no:

2. Job Title / Post:

Place of Work / Department:

Line Manager (Name and Job Title):

3. Give details below of the incident(s) causing you to make a formal complaint. Describe what took place, giving details, times, names of persons involved and their job titles. Complaints should be made as soon as possible after the event and **usually within 3 months** of their occurrence. Try to include the most significant facts on this form but further information will be obtained from you at a later stage.

4. Please give the name, job title and work telephone number of any witnesses to any part of what took place.

Name:

Name:

Job Title:

Job Title:

Telephone No:

Telephone No:

Email address

Email address

If necessary, any other witnesses may be detailed on a separate sheet.

5. Give details of any action that you, or others, have already taken, e.g. informal approach to alleged perpetrator, facilitated meeting or mediation? What was the outcome of this?

6. Desired Outcome (i.e. what do you want to happen to resolve the matter?)

7. Signature: Date:

Please send the completed form to your **Head of Department** in an envelope marked **'Private and confidential'** or by email. You will receive an acknowledgement within 5 working days of receipt of this completed form and your department will register your complaint and begin the investigatory process.

You may seek assistance in completing this form from your Trade Union representative, Occupational Health, Human Resources or a colleague.

For Office Use

Date Received:

Date Acknowledged:

(Suggested letter to complainant from department)

Dear.....

I acknowledge receipt of your formal complaint of bullying/harassment, received in this office on In accordance with the Anti-Bullying, Harassment and Victimisation policy (Dignity at Work), an investigation into the allegations will now be carried out, which will require you and any witnesses you may have being interviewed.

The investigation will be led by, who will contact you within the next few days to outline the format of the investigation and to arrange a convenient time and place to meet you.

In the meantime, you may be feeling anxious about the situation and would find it helpful to discuss it confidentially with someone who is not involved with the investigation. If you have not already done so, you can contact any of the following for support.

- Your line manager (or another senior manager within the Department)
- Your trade union representative - UNISON
- Employee Assistance Programme (Amica), Occupational Health, Chaplaincy Service and Professional Body
- Human Resources
- "Listening Ear" for staff - 01162294055

Any of the above will also help to put you in contact with other sources of support specific to your complaint if necessary.

During the investigation process you may wish to be accompanied by your trade union representative or work colleague. The investigation will be carried out as quickly as possible. Legal representation is not permitted.

If you have any immediate concerns regarding the investigation, please do not hesitate to contact me.

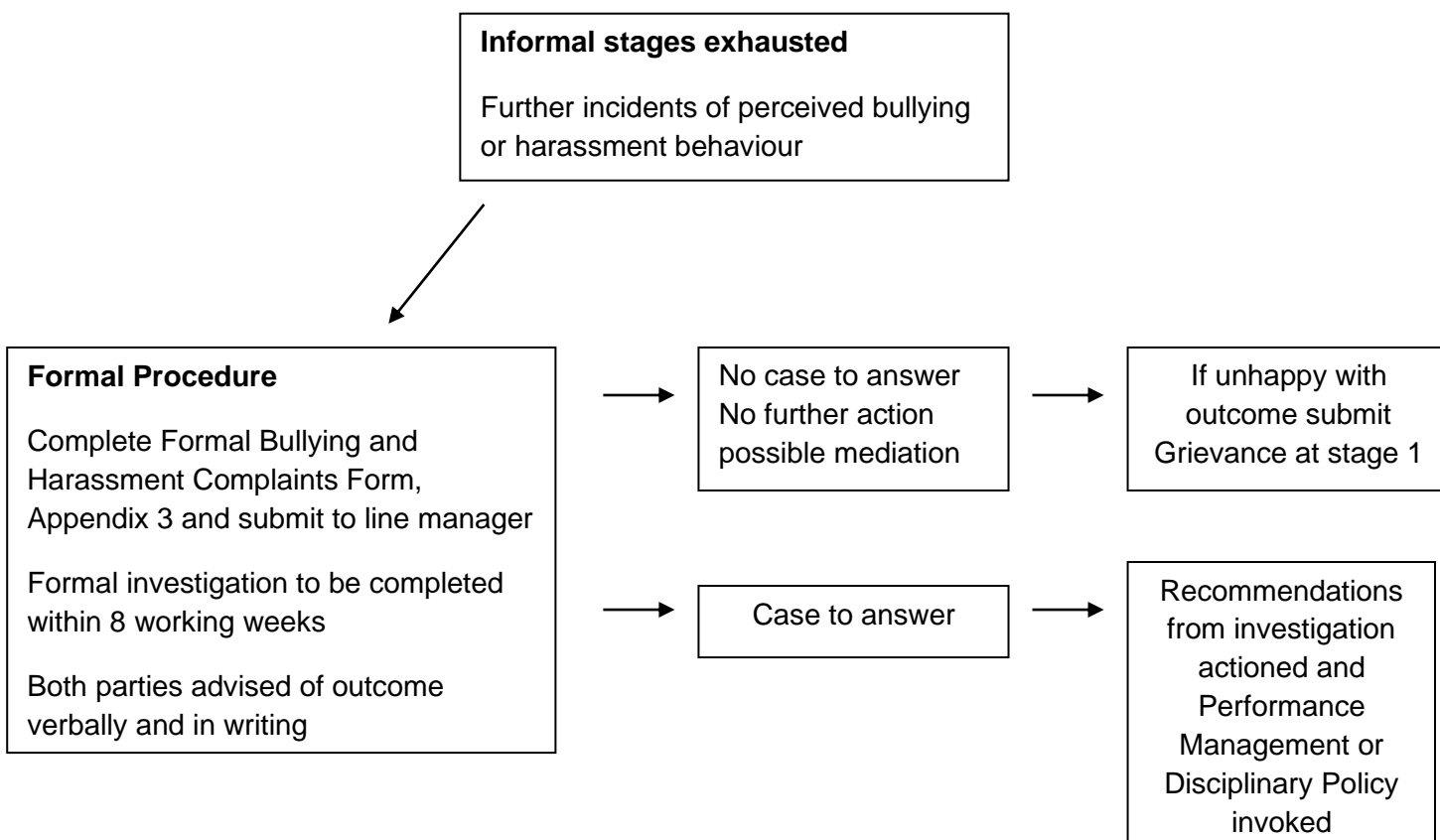
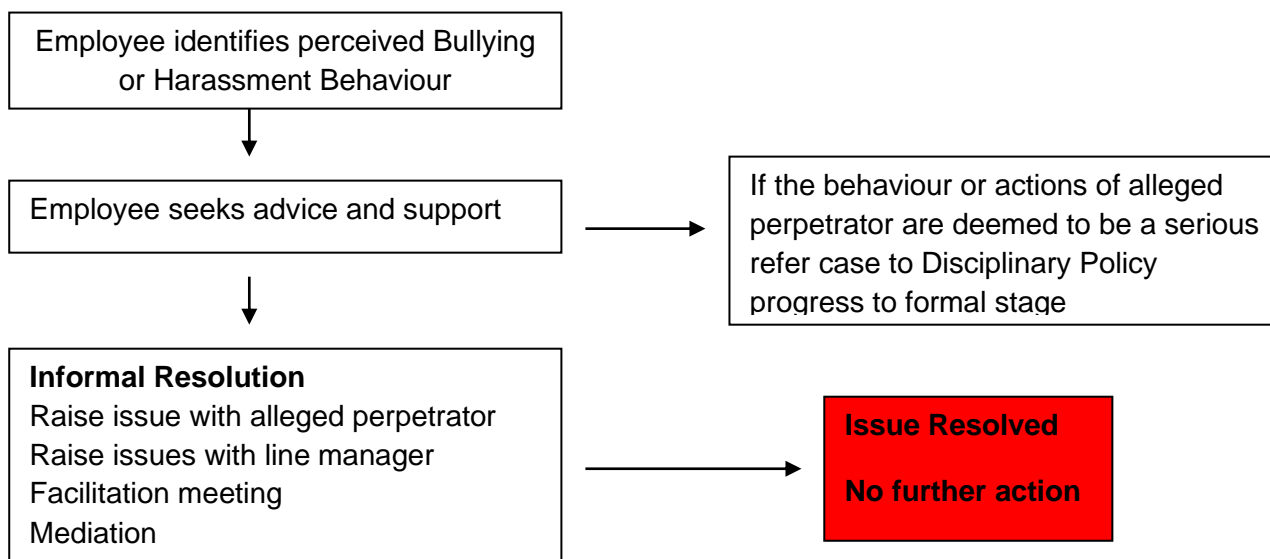
Yours sincerely

Manager

Cc: HR

Appendix 5

The flowchart below may be used as a guide to dealing with complaints of harassment or bullying. However it is acknowledged that each case will have its own set of circumstances where managers may need to make a judgment about the best way to process the complaint.



Policy Monitoring Section

Criteria Number & Name: **3.8 Harassment & Bullying**

Policy: Anti-Bullying, Harassment and Victimisation (Dignity at Work)

Duties outlined in this Policy will be evidenced through monitoring of the other minimum

Where monitoring identifies any shortfall in compliance the group responsible for the Policy (as identified on the policy cover) shall be responsible for developing and monitoring any action plans to ensure future

References	Minimum Requirements to be monitored	Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
3.8 (b)	Statement by the organisation that harassment and bullying are not acceptable	section 2.3	Mediation & formal investigation processes. Number of formal cases reported	Head of HR	Monthly
3.8 (c)	How concerns about harassment or bullying can be raised	section 8		3.8 (c)	how concerns about harassment or bullying can be raised
section 9	Mediation & formal investigation processes.			section 9	Mediation & formal investigation processes.



Due Regard Equality Analysis

Initial Screening Template

Introduction

This document forms part of the Trusts Due Regard (Equality Analysis) toolkit which can be accessed [here](#).

Leicestershire Partnership NHS Trust has a legal requirement under the Equality Act 2010 to have "due regard" to eliminate discrimination. It is necessary to analysis the consequences of a policy, strategy, function, service or project (referred to as activity) on equality groups in respect of service users, patients and staff.

The analysis has to consider people's 'protected characteristics 'age, disability, gender reassignment, marriage / civil partnership, pregnancy and maternity, race, religion / belief, sex, sexual orientation. We also include other vulnerable groups who may not be protected under the Equality Act but their needs should be considered.

There are several tangible benefits in conducting equality analysis prior to making policy decisions, including:

- Higher quality decisions as a result of more complete management information
- Reduced cost as a result of not having to revisit policy that is not fit for purpose
- Enhanced reputation as an organisation that is seen to understand and respond positively to diversity.

Most importantly, through equality analysis we are able to take into account the needs of our different equality groups of staff and patients. Changes being proposed through policy, strategy, transformational programmes or other methods need to be analysed from an equality perspective and the results considered before decisions are made. Where negative impacts are identified, ways to mitigate or minimise them must be put in place.

Before starting if you are unfamiliar with doing an Equality Analysis contact the Equality and Human Rights Team for guidance or visit the Due Regard section on the Trust Intranet [here](#).

Below is the Due Regard Screening Template which aims to assess the likelihood of a negative impact on an equality group/s. For example, a policy change in financial management systems may be considered major but has no negative impact.

The initial screening form needs to be completed to decide if a full Due Regard (Equality Analysis) * should be undertaken. An overview of the various options available are highlighted in a Due Regard fact sheet which includes top tips and a flow chart which can be accessed [here](#).

*A full Due Regard (Equality Analysis) makes sure that any negative impacts have been considered and ways to minimize the impact are specified

Due Regard Screening Template

Section 1	
Name of activity/proposal	Anti-bullying, Harassment and Victimisation Policy (Dignity at Work)
Date Screening commenced	6 November 2017
Directorate / Service carrying out the assessment	Human Resources
Name and role of person undertaking this Due Regard (Equality Analysis)	Sandy Zavery, Equality Lead Gail Phillipson, HR Business Partner
Give an overview of the aims, objectives and purpose of the proposal:	
AIMS: An update of the existing Anti-bullying, Harassment and Victimisation (Dignity at Work) Policy.	
OBJECTIVES: The purpose of the policy is to provide a consistent and effective set of informal and formal approaches to ensure reported cases of bullying, harassment or victimisation are managed in the most supportive and effective way.	
Section 2	
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details
Age	This policy is accessible to all staff irrespective of their age.
Disability	Disabled staff can access this policy and alternative formats can be made available.
Gender reassignment	This policy is available to all staff irrespective of transgender issues.
Marriage & Civil Partnership	This policy is available to all staff irrespective of marriage or civil partnership status.
Pregnancy & Maternity	Staff on maternity leave will be able to access this policy.
Race	A person who speaks another language other than English may not be able to access the policy in its current format. The Trust has comprehensive interpretation and translation services.
Religion and Belief	This policy is available to all staff irrespective of religion or belief.

Sex	This policy is accessible to staff irrespective of gender.		
Sexual Orientation	This policy is accessible to staff irrespective of sexual orientation.		
Other equality groups?			
Section 3			
<p>Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.</p>			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.	
Section 4			
<p>If this proposal is low risk please give evidence or justification for how you reached this decision: This is an amended version of the policy that is currently in use by the organisation.</p>			
Signed by reviewer/assessor		Date	
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
Head of Service Signed	<i>Kathy D BA</i>	Date	27.2.2018



The NHS Constitution

NHS Core Principles – Checklist

Please tick below those principles that apply to this policy

The NHS will provide a universal service for all based on clinical need, not ability to pay.
 The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input checked="" type="checkbox"/>
Support and value its staff	<input checked="" type="checkbox"/>
Work together with others to ensure a seamless service for patients	<input checked="" type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input checked="" type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>

Policy Monitoring

Duties outlined in this Policy will be evidenced through monitoring of the other minimum requirements. Where monitoring identifies any shortfall in compliance the group responsible for the Policy (as identified on the policy cover) shall be responsible

Ref	Minimum Requirements (what are you measuring)	Self-assessment evidence	Process for Monitoring (how you measure it)	Responsible Individual / Group	Frequency of monitoring
	Formal investigations will be completed in a timely manner in accordance to Trust process	Section 9.3	Random Sample of records (10% of the sample)	WWG	Monthly
	All parties will be advised of the outcome of the investigation	Section 11.5			
	Grievances submitted as an outcome of this process will be conducted in accordance to the Trust Grievance Procedure	Section 12.0			
	Committing to resolution wherever possible	Section 8.8 and 8.10			

for developing and monitoring any action plans to ensure future compliance.

Stakeholder and Consultation

CONTRIBUTION LIST

Key individuals involved in developing the document

Name	Designation
Gail Phillipson	Human Resources Business Partner
Sandy Zavery	Trust Equalities Lead

Circulated to the following individuals for comments

Name	Designation
Kathryn Burt	Deputy Director of HR and OD
LPT senior managers Band 8a and above	See Circulation list in the Workforce and OD review and Adoption procedure
Trust Anti-bullying Group	
Workforce And Wellbeing Group Members	
Policy Group Members	
Trust Equality Team	
Joint Staff Consultation and Negotiating Committee (JSCNC)	

PRIVACY IMPACT ASSESSMENT SCREENING

<p>Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual's expectations of privacy. The first step in the PIA process is identifying the need for an assessment.</p> <p>The following screening questions will help decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.</p>			
Name of Document:		Anti-bullying, Harassment and Victimisation Policy (Dignity at Work)	
Completed by:		Gail Phillipson	
Job title	HR Business Partner	Date	21 February 2018
			Yes / No
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			no
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			no
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			no
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			no
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			no
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			yes
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			yes
8. Will the process require you to contact individuals in ways which they may find intrusive?			no
<p>If the answer to any of these questions is 'Yes' please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786 Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, ratification of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
Data Privacy approval name:		Sam Kirkland	
Date of approval		21 February 2018	

Acknowledgement: Princess Alexandra Hospital NHS Trust