

## Say NO to Bullying and Harassment

### I feel I am being bullied and/or harassed

The university is committed to ensure a working and learning environment in which all University members (staff and students) are treated fairly and with dignity and respect.

As soon as you encounter behaviour which is not acceptable to you refer to the options available by visiting the Dignity at Warwick webpages or refer to the Dignity at Warwick policy for guidance.

### Dignity Contacts

The University has 23 fully trained Dignity Contacts who can provide confidential support to individuals who may be experiencing difficulties relating to bullying and/or harassment. Dignity Contacts may provide guidance on the options open to the individual. It is for the individual to decide if they wish to pursue any of the options open to them.

A full list of Dignity Contacts along with their profiles can be found on the Dignity at Warwick webpages and in the policy. You can choose **any** dignity contact from the list.

### Keep a diary

If you think you are receiving inappropriate behaviour, complete an Aide Memoire (available online) and complete all details which will assist you, should the issue not be resolved informally.

### Speak to the individual concerned

Very often an individual is not aware that their behaviour is causing upset, outline to the individual how their behaviour is making you feel and ask them to stop.

### Speak to your manager or another senior colleague

Arrange to meet with your manager or another senior colleague to discuss the issues you have. Sometimes just talking to another individual can help the situation.