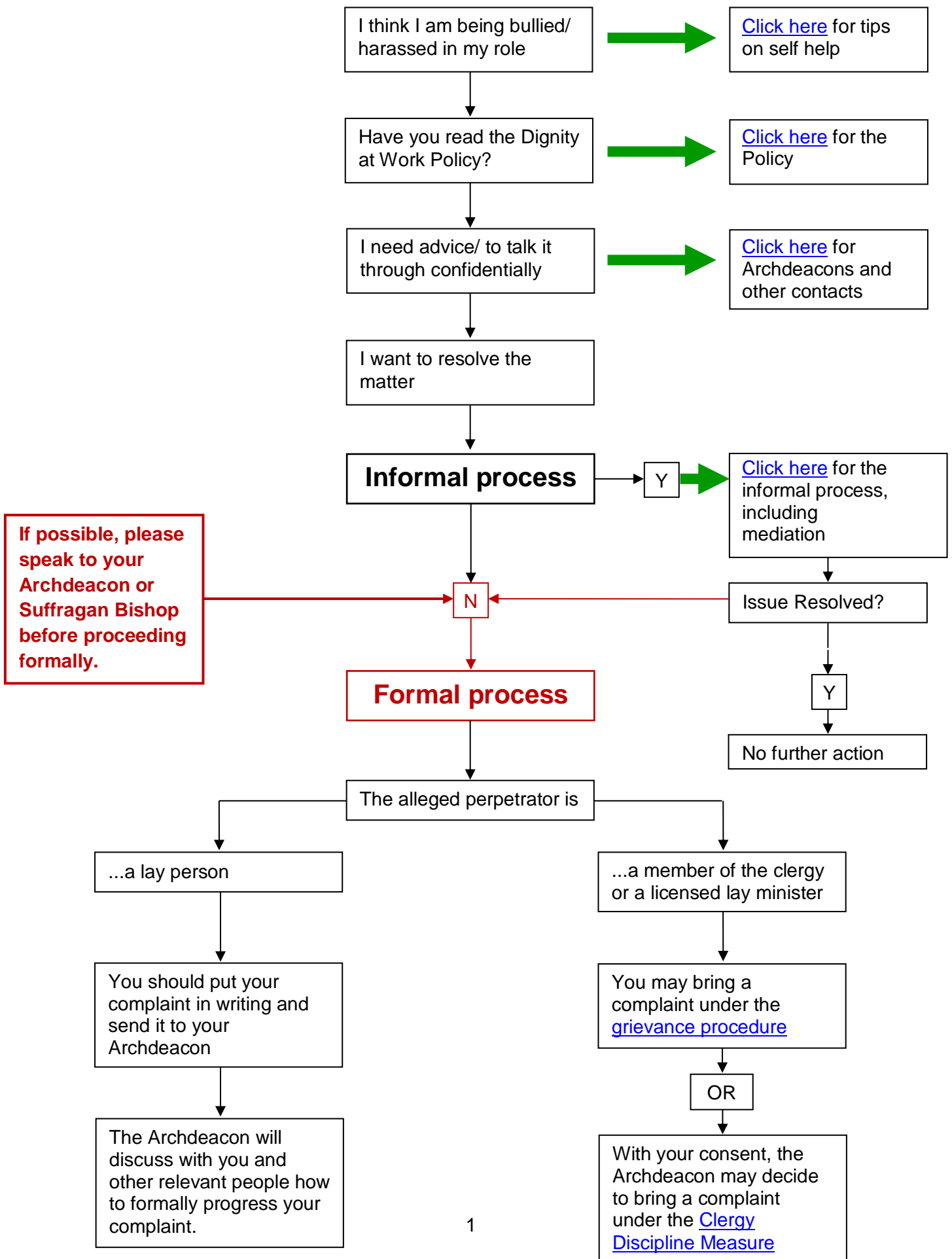


## BULLYING/ HARASSMENT FLOWCHART



## **WHAT CAN I DO IF I THINK I AM BEING BULLIED OR HARASSED IN MY ROLE?**

### **Tips on Self Help**

- Avoid being alone with the individual
- Write down what has happened and when and describe how that makes you feel. Sometimes issues do not appear sufficiently serious to raise individually so keeping a diary of incidents and dates, times and witnesses and your feelings can be helpful
- Keep any copies of relevant written correspondence
- Check the Dignity at Work Policy. Research the available informal and formal options open to you and what support and advice is available
- Keep a record of who you talk to about the matter
- Do not let it go on for long before you seek help
- Be positive and calm - there is support and help available in the diocese

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## **BULLYING AND HARASSMENT - CONTACTS**

If you think you are being bullied or harassed in your role you should first consider contacting your Archdeacon to confidentially discuss the matter.

### **Archdeacons**

Ven Alan Jeans - [adsaram@salisbury.anglican.org](mailto:adsaram@salisbury.anglican.org) or tel. 01722 438662

Ven Sue Groom - [adwilts@salisbury.anglican.org](mailto:adwilts@salisbury.anglican.org) or tel. 01722 438662

Ven Penny Sayer - [adsherborne@salisbury.anglican.org](mailto:adsherborne@salisbury.anglican.org) or tel. 01202 659427

Ven Antony MacRow-Wood - [addorset@salisbury.anglican.org](mailto:addorset@salisbury.anglican.org) or tel. 01202 659427

You will be able to have a confidential discussion about your concerns and the Archdeacon will discuss and advise you on possible next steps.

If the Archdeacon is not available, or if you feel that the Archdeacon is not the appropriate contact at this point, or you are unsure who to speak to you could contact any of the following for a confidential discussion;

[Judith Wilson](#), Clergy HR Director

Robert Kelso [robert@kelso.org.uk](mailto:robert@kelso.org.uk) - Confidential Help and Counselling

The above contacts will listen to your concerns in confidence and provide information and advice as required on action you may wish to take and the support you may require. They will not make judgements on the situation.

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## **BULLYING/HARASSMENT - INFORMAL RESOLUTION**

Every effort should be made to consider using informal means (including dispute resolution) before formal procedures are invoked.

Sometimes people are not aware of how their behaviour is perceived or that it is unwelcome.

Wherever possible, any complaint of bullying or harassment should be notified in confidence to the Rural Dean or Archdeacon even if proceeding informally. If neither is available, you could speak to the [Clergy HR Director](#) or Robert Kelso - Confidential Care and Counselling.

Informal resolution is where it has been decided (normally between the targeted person and the Archdeacon) that it may be sufficient to explain clearly to the person concerned that their behaviour is not welcome, is offensive or intimidating, or that it interferes with the person's ability to work effectively.

The informal route may ensure that the alleged harasser or bully understands how their behaviour is unacceptable and ensure that it stops. The informal route prevents the matter from becoming public or escalating and making your situation more difficult.

### How can this be done?

- It may be done in writing
- It may be done face to face
- If the targeted person does not feel they can face the alleged harasser or bully then they should discuss it with the Archdeacon to see whether another person could speak to the alleged harasser or bully on their behalf
- If the targeted person does not feel he/she can set up a face to face meeting, they should refer to the Archdeacon to help facilitate this to happen
- If the targeted person does not feel they can confront the alleged harasser or bully alone then it may be possible to ask the archdeacon to identify someone to facilitate the meeting

Hopefully action taken will stop any offensive behaviour. Once an outcome is agreed between parties, your rural dean or Archdeacon will monitor the situation as appropriate.

### Mediation

Mediation is a completely voluntary and confidential form of alternative dispute resolution. It involves an independent, impartial person helping two or more individuals or groups reach a solution that's acceptable to everyone.

Mediation is distinct from a facilitated meeting as outlined above;

- It is a voluntary process and there has to be will on both sides to reach a solution
- The disputants (not the mediator) decide on the terms of resolution
- The mediator does not offer advice or solutions

It can be effective because it does not apportion blame and seeks to build a good working relationship going forward.

It is not appropriate where pressure is being applied from other sources or where parties are distressed and not conciliatory on either side.

Further information on mediation services available in the diocese can be obtained by contacting the CMD Administrator tel. 01722 411922.

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