Process Flowchart – Dealing with Bullying, Harassment and Victimisation

1. Employee feels they have been subjected to **bullying or harassment or victimisation** (see definitions) from a colleague and takes their allegation directly to their Line Manager or via their Trade Union representative.

2. **JUDGEMENT**

3. Line Manager finds **clear evidence of misconduct**.

4. Line Manager finds that **evidence of misconduct is unclear**.

5. Line Manager finds the **nature** of the **allegations** do not meet the definitions of bullying, harassment or victimisation in policy. May then refer to **Dealing with Disrespectful Behaviour**.

6. Manager commissions Joint Investigatory Panel which then carries out formal investigation of the issue.

7. Report of Investigation by the panel supplied to both parties for comment prior to submission to line manager for final decision on course of action.

8. Line manager writes to, and then meets individually with both parties to discuss the final decision taken

9. Evidence supports allegations of bullying or harassment or victimisation.

10. **No evidence** of bullying or harassment or victimisation found and no interventions identified.

11. **No evidence** of bullying or harassment or victimisation found **but** some form of development intervention identified e.g. training, counselling, mentoring

12. **Employee may invoke the Grievance Procedure** if unsatisfied with the process.

13. Recourse to the Disciplinary Policy & Procedure