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.

<table>
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<th>Why do we have this policy?</th>
<th>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.</th>
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<td>Who does this apply to?</td>
<td>This policy applies to all employees, including bank, agency and sessional workers. All behaviour can be by an individual or a group, either face to face, written or using electronic methods (cyber-bullying/harassment).</td>
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<td>How does this affect me?</td>
<td>All employees and line managers have responsibilities described in the policy. In summary: Line Managers should:</td>
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- 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.
Employees should:

- 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.

What do I need to do now?

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.

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.

Are your contact details up-to-date? Click here to check