

Appendix A - Examples of bullying, harassment, or sexual harassment

While most people agree on extreme cases of bullying and harassment, it is often harder to identify the grey areas. Below are some examples of bullying, harassment, or sexual harassment behaviour. Whilst this list is not exhaustive it gives a clear indication of the sorts of actions that constitute bullying, harassment, or sexual harassment.

Examples of bullying and harassment can include:

- persistently picking on someone in front of others
- deliberate sabotage of work or actions including personal insults and name-calling
- making false accusations
- isolating someone or deliberately ignoring or excluding them from activities
- aggressive bodily posture or contact that causes intimidation, violence, or assault
- display of offensive material
- copying e-mails that are critical about someone to others who do not need to know
- use of e-mails, answerphone messages, anonymous letters, or social media to insult or for destructive criticism
- expecting someone to carry out new tasks without sufficient support or training
- overbearing supervision /micro-management or other misuses of power or position
- removing areas of responsibility without discussion or notice
- consistently attacking someone's professional or personal standing
- setting out to make someone appear incompetent
- public humiliation by constant innuendo, belittling and 'putting down'
- deliberately withholding information or providing incorrect information
- overloading with work/ reducing deadlines without paying attention to any protest
- persistent threats or unwarranted comments about job security or future job prospects
- unfairly blocking promotion, training, or future employment opportunities
- deliberately undermining by overloading with work and constant destructive criticism
- shouting or swearing at a person in public or in private, face to face or on the 'phone
- using aggressive or intimidating gestures (e.g., pointing in someone's face, pushing, or shoving them or verbal threats)
- alternating bullying behaviour with charm and kindness, thereby confusing the person/ undermining their resolve to take action
- spreading malicious rumours or insulting someone by word or behaviour, particularly on grounds of age, race, sex, disability, sexual orientation, religion, or belief

It **becomes harassment** - unwanted conduct relating to a protected characteristics as defined in the Equality Act 2010 (age, disability, gender reassignment, marriage civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).

Examples of sexual harassment can include:

- sexual comments or jokes or sending emails with sexual content
- flirting, gesturing, or making sexual remarks about someone's body, clothing, or appearance
- physical behaviour, including unwelcome sexual advances, also touching someone against their will, for example, hugging them
- sexual assault or rape
- displaying pictures, photos, or drawings of a sexual nature
- asking for sexual favours
- making (or threatening to make) decisions based on sexual advances being accepted or rejected.