

# **TOBIE** - Tackling Oppressive Behaviour In Employment

## **Advice for Employers – Staff Harassment**

Bullies or those who harass your work force are bad for business, productivity and morale. Such people have a devastating effect on those targeted and many, many, days are lost through staff absences.

There are many support groups and books written that give advice on what is the best way to deal with this issue.

In this site we advocate only two:

- Set up an anti harassment/bullying policy within your business
- Consider appointing Harassment Advisors (Voluntary from existing staff and trained up)

### Setting up an anti harassment policy

- Advise all staff what you plan to do
- Consult with representatives from all levels within your business including Unions and other staff Associations
- Consider a staff survey to gauge staff views
- Make it clear that staff harassment/bullying will not be tolerated and may lead to disciplinary action.
- Pull together a small team to write the policy, circulate same widely, followed up with face to face dialogue on this issue. In short educate staff relative to this issue and use any of the supporting materials available to make sure this policy is fully understood.

### Appoint anti Harassment Advisors

- Select suitable persons who are willing to undergo training for this role.
- Give such appointee's full training
- Make it clear as part of your policy who these Advisors are and how they can be contacted with contact information

In short what you are doing is making it clear that staff harassment will not be tolerated and also you are advising anyone who may be targeted, where and how they can seek help.

Web link to TOBIE

<http://www.tobie.org.uk>