

The Institute of Trichologist

ANTI-BULLYING POLICY

WHAT IS WORKPLACE BULLYING?

Bullying can involve arguments, rudeness, shouting or physical abuse, but it can also be more subtle. Other forms of bullying may include:

- excluding and ignoring people and their contribution
- overloading people with work
- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities
- using social media to humiliate, threaten or offend

Bullying can happen in emails, phone calls or other forms of contact.

Bullying can make someone lose all faith in themselves, you can feel ill and depressed, and find it hard to motivate yourself to work. Bullying is not always a case of someone picking on the weak. Sometimes a person's strengths in the workplace can make the bully feel threatened, and that triggers their behaviour.

WHAT CAN YOU DO?

Think about who to approach and tell them what's going on. Bullying is serious, and you need to let people know what's happening so they can help you. By sharing your experiences you may discover that it's also happening to other people.

GETTING ADVICE

Speak to someone about how you might deal with the problem informally. This person could be:

- an IOT representative, such as a Board member, Council member or Education team member.

If the bullying is affecting your health, visit a GP. Recognise that criticism or personal remarks are not connected to your abilities; but they reflect the bully's own weaknesses, and are meant to intimidate and control you. Stay calm, and do not be tempted to explain your behaviour. Ask them to explain theirs.

TALK TO THE BULLY

The bullying may not be deliberate. If you can, talk to the person in question as they may not realise how their behaviour has affected you. Work out what to say beforehand. Describe what's been happening and why you object to it. Stay calm and be polite. If you do not want to talk to them yourself, ask someone else to do it for you.

KEEP A DIARY

Also known as a 'contemporaneous record'. This will be very useful if you decide to take action at a later stage. Try to talk calmly to the person who's bullying you and tell them that you find their behaviour unacceptable. Often, bullies retreat from people who stand up to them. If necessary, have a colleague with you when you do this.

MAKE A FORMAL COMPLAINT

Making a formal complaint is the next step if you cannot solve the problem informally. To do this, you may contact the IOT

WHAT ABOUT LEGAL ACTION?

If nothing is done to put things right, you may consider legal action. Get professional advice before taking this step.

Find out more about the law covering workplace bullying from [GOV.UK: workplace bullying and harassment](#).

WHERE TO GET HELP?

Other organisations to seek advice are:

- [Acas helpline](#)
- [Citizens Advice: If you're being harassed or bullied at work](#)
- [Equality and Human Rights Commission \(EHRC\)](#)