



Experiences of harassment or bullying can be difficult to define and evidence, may differ between people and work situations, and can arouse a range of emotional responses. It is therefore recommended to complete this checklist which is designed to assist you to reflect upon your situation, define the problem, determine if your experience falls into the category of harassment, sexual harassment or bullying, and identify relevant University policies and courses of action available to you. The checklist is a tool for your personal reflection and is not recorded or reviewed by any other person unless you choose to disclose it.

In considering options to resolve your current situation you should consider the following, or discuss these points with an appropriate contact person or manager.

- Does the behaviour I am concerned about meet the definition in the DCU policy document?
- What is the impact of the behaviour on me?
- Would a reasonable person consider the behaviour to be offensive, humiliating, intimidating or threatening?
- Has the behaviour I am concerned about been repeated?
- Was the behaviour I am concerned about part of the normal disciplinary or performance feedback procedure at work? Was the feedback given in an appropriate and respectful manner?
- Have I read the University Policy as a basis for considering my options?
- If I do not believe my experience can be defined as bullying or harassment could the behaviour be seen as workplace conflict and if so, have I explored the options available to me for resolution of these issues?
- Can I resolve the situation or stop the behaviour by talking to the person directly?
- Have I informed the other person that the behaviour is unacceptable in terms of the University's policies and procedures and must stop?
- If I am unable to discuss the matter directly with the person, could I discuss the matter with his or her supervisor/manager?
- Were there witnesses to the behaviour?
- Have I kept a diary about the behaviour including times, places, names of witnesses?
- What are the possible consequences, if any, of making a complaint?
- What do I want to achieve from making a complaint?
- How do I cope with the behaviour if I decide not to make a complaint?
- Have I discussed the situation and options with someone I trust?