



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. For a person accused of harassment or bullying this can be as stressful as for the complainant. It is therefore recommended to complete this checklist which is designed to assist you to reflect upon your situation, define the problem, consider whether any of your behaviours might be perceived as bullying or harassment. 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.

- Have I read the university's policy as a basis for defining harassment, sexual harassment and harassment or bullying and understanding university policy and procedures?
- Could a reasonable person consider any of my behaviour to be offensive humiliating intimidating or threatening?
- Is it possible that the tone or volume of my voice or my body language could ever be perceived as offensive humiliating or threatening?
- Could my communication or management style ever be perceived as offensive, humiliating intimidating or threatening by someone else?
- When I feel angry, stressed or anxious, could my feelings be exhibited in a way that others might find offensive, humiliating, intimidating or threatening?
- Could the way in which I provide feedback on people's work, or monitor their performance, ever be perceived as overly critical or excessive by someone else?
- Have I excluded a particular staff member or student from essential information or meetings?
- Could targets or deadlines I have set be perceived by others as impossible?
- Having read the policy could my behaviour be perceived as fitting with the definition of bullying or harassment?
- Is it possible that my behaviour towards the complainant has been repeated?
- Do I have any records of previous interactions I have had with the complainant?
- Was the behaviour that has been perceived as harassment or bullying part of the normal disciplinary or performance feedback procedure?
- Have I discussed the situation and options with someone I trust?