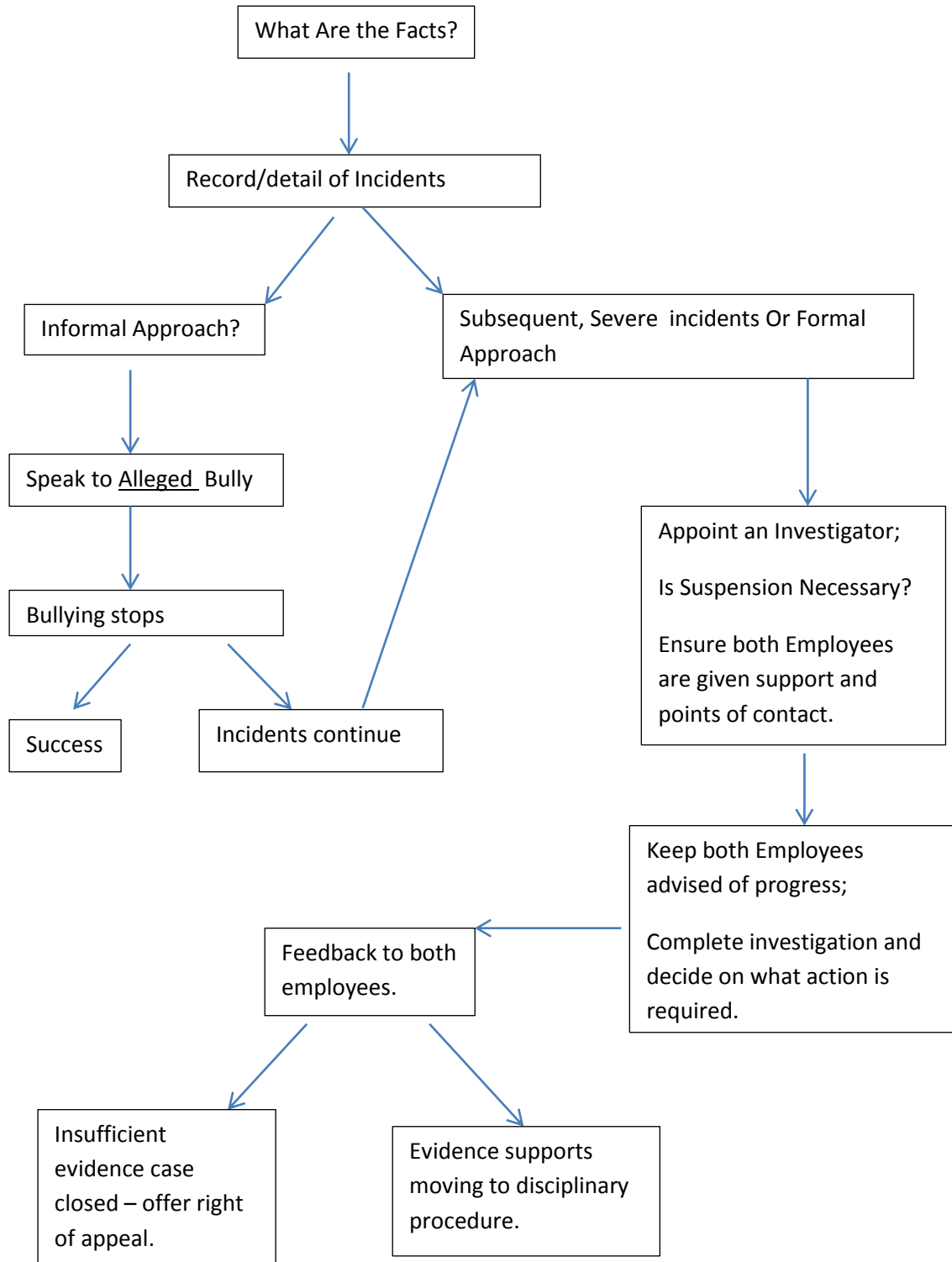


**Handling A Complaint of Bullying and/or Harassment**



**Remember:**

1. the employee who raises the concern can decide whether they wish to matter to be dealt with formally or informally;
2. ensure victimisation does not occur against the employee who has raised the issue;
3. to provide copies of procedures to both employees and keep accurate written records which also need to be provided to the employees;
4. check that your dignity at work policy can link into your disciplinary procedure