



Bullying & harassment at work

Seven-point checklist for reps

Bullying and harassment remains a widespread problem in the creative industries. To help prevent it from occurring, reps should stay up to date with what constitutes as unacceptable behaviour and how to deal with it.

Use this seven-point checklist to appraise an employer's practice or as a tool to help prevent and deal with bullying and harassment cases.

Download and explore guidance and printable materials on bullying and harassment:

<https://bectu.org.uk/bullying-and-harassment>

1 Is the workplace respectful?

Cultivating a respectful workplace is the single most valuable protection against bullying, harassment and other unwanted behaviours. A respectful workplace: is driven by sound values, has a justified hierarchy, supports workers to challenge inappropriate behaviour, has victim focused resolution procedures and ensures swift justice.

2 Does the employer/ production have a harassment and bullying policy?

Bectu representatives should ask employers if there is a harassment and bullying policy. If an employer does not have a policy, initiate discussions with management. Policy statements for the workplace should cover all forms of harassment but need not be contained in one document.

Learn how to negotiate a policy:
<https://bit.ly/harassment-bullying-member-guide>

3 Does the employer/production follow the BFI or ACAS guidance on bullying and harassment?

If an employer does not have a harassment and bullying policy, they can follow the BFI or ACAS guidance. The guidance can be used in the short term whilst an internal policy is put into place.

Explore the BFI and ACAS guidance:
<https://bit.ly/BFI-ACAS-guidance>

4 Is there training in place?

Bectu reps should press management to ensure that all staff, including new entrants and freelancers, receive appropriate training on equal opportunities issues and the appropriate workplace policies.

5 Is prevention favoured over cure?

More needs to be done to stop the underlying problems which give rise to bullying and harassment. Long hours, poor working conditions, unfair recruitment, job insecurity, poor management practices and the lack of career prospects for under-represented groups all encourage bad behaviour.

6 Does your branch have a nominated rep to deal with bullying and harassment?

Branches should consider nominating a branch committee rep as a contact for people suffering bullying and harassment. That person should receive appropriate training in dealing with cases.

7 Visibility: Teach people how to deal with these issues

Union reps can ensure that members know about Bectu policy, their rights and who to contact by displaying posters and leaflets on noticeboards. Reps should also ensure that advice is readily available for any member who feels they are being harassed or is accused of harassment.