**Bullying, *Harassment* and Discrimination Survey**

As an equal opportunity employer, Oxford Archaeology takes the issue of harassment, bullying, discrimination and unfair treatment very seriously and has a zero-tolerance approach, a position which is reinforced through a number of our Policy and Procedure documents as well as in our approach to Risk Assessment.

In both of our Stress Management surveys (in 2017 and 2019), a number of people responded that they had been subject to harassment and/or bullying. OA recognises these as high-risk stress factors; even though occurrences are not very frequent, they can have a very detrimental effect.

In order to understand the issues more fully and to look at the wider context of discrimination, we have now decided to undertake a new staff survey looking specifically at bullying, harassment, discrimination and unfair treatment within the workplace.

**What are Bullying, Harassment and Discrimination?**

Bullying is a deliberate action or behaviour directed towards another person that has the effect of causing pain and/or distress to that person. Bullying can take many different forms, including:

* Physical bullying
* Verbal bullying
* Indirect bullying eg spreading rumours about someone
* Social exclusion eg excluding someone from group activities
* Intimidation
* Cyber-bullying

Harassment, as defined by the Equality Act 2010, is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. There are seven protected characteristics to which harassment applies (there are two further protected characteristics to which the rules on harassment do not apply):

* Age
* Disability
* Gender Reassignment
* Race
* Religion or Belief
* Sex
* Sexual Orientation

The Equality Act allows employees to complain of behaviour that they find offensive even if it is not directed at them. It also provides protection to employees against harassment resulting from the fact that others think they possess a protected characteristic or because they associate with another person who possesses a protected characteristic.

Discrimination can come in one of the following forms:

* direct discrimination - treating someone with a protected characteristic less favourably than others
* indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
* harassment - unwanted behaviour linked to a protected characteristic that violates someone’s dignity or creates an offensive environment for them
* victimisation - treating someone unfairly because they’ve complained about discrimination or harassment

There are 21 questions in this survey

**Introduction**

***Which office are you based at?***

Please choose only one of the following:

 OA East

 OA North

 OA South

 Prefer not to say

***Are you primarily office-based or site-based***

Please choose only one of the following:

 Office-based

 Site-based

 Prefer not to say

***What is your current grade?***

Please choose only one of the following:

 Senior Management

 Senior Project Manager

 Project Officer

 Supervisor

 Assistant Supervisor

 Archaeologist

 Graduate Trainee

 Other (please specify in comments box opposite)

 Prefer not to say

Make a comment on your choice here:

**Identity**

We have taken great care to compile these questions with the sensitivity we feel this topic deserves. The questions asking how you describe your identity are based on other questionnaires of this nature and use research and questions used by the Office for National Statistics. You do not have to answer these questions and there is a free text box for each one if you feel that the broad categories do not allow you to describe your identity accurately. By carrying out this survey, we may learn that we need more or different categories in the future. We also welcome your feedback on any of the questions - you can provide this at the end of the questionnaire or in a separate email if you prefer.

***How do you describe your gender?***

Please choose only one of the following:

 Female

 Male

 In another way - please describe in the box

 Prefer not to say

Make a comment on your choice here:

 ***How do you describe your ethnic origin?***

Please choose only one of the following:

 White - English/Welsh/Scottish/Northern Irish/British White

 White - Irish

 White - Gypsy or Irish Traveller

 White - Other White background, please specify below

 Mixed - White and Black Caribbean

 Mixed - White and Black African

 Mixed - White and Asian

 Mixed - Other, please specify below

 Asian/Asian British - Indian

 Asian/Asian British - Pakistani

 Asian/Asian British - Bangladeshi

 Asian/Asian British - Chinese

 Asian/Asian British - Other, please specify below

 Black/ African/Caribbean/Black British - African

 Black/ African/Caribbean/Black British - Caribbean

 Black/ African/Caribbean/Black British - Other, please specify below

 Arab

 Other ethnic group, please specify opposite

 Prefer not to say

Make a comment on your choice here:

***Would you describe yourself as a disabled person?***

Please choose only one of the following:

 Yes

 No

 Prefer not to say

***Would you describe yourself as....?***

Please choose only one of the following:

 Bisexual

 Gay

 Heterosexual/straight

 Lesbian

 Other sexual orientation - please specify opposite

 Prefer not to say

Make a comment on your choice here:

***What age group do you fall within?***

Please choose only one of the following:

 20-29

 30-39

 40-49

 50-59

 60+

 Prefer not to say

**Main survey**

***Have you directly experienced harassment, bullying, discrimination and/or unfair treatment from a more senior colleague while working at Oxford Archaeology?***

Please choose all that apply:

 Verbal abuse

 Physical abuse

 Bullying, demeaning/humiliating behaviour or harassment

 Sexual harassment ie any unwelcome behaviour of a sexual nature

 Isolation or exclusion from activities, conversations etc

 Other

 None

***Have you directly experienced harassment, bullying, discrimination and/or unfair treatment from a peer or more junior colleague while working at Oxford Archaeology?***

Please choose all that apply:

 Verbal abuse

 Physical abuse

 Bullying, demeaning/humiliating behaviour or harassment

 Sexual harassment ie any unwelcome behaviour of a sexual nature

 Isolation or exclusion from activities, conversations etc

 Other

 None

***Have you directly experienced harassment, bullying, discrimination and/or unfair treatment from another contractor/sub-contractor while working at Oxford Archaeology?***

Please choose all that apply:

 Verbal abuse

 Physical abuse

 Bullying, demeaning/humiliating behaviour or harassment

 Sexual harassment ie any unwelcome behaviour of a sexual nature

 Isolation or exclusion from activities, conversations etc

 Other

 None

***Have you directly experienced harassment, bullying, discrimination and/or unfair treatment from a member of the public while working at Oxford Archaeology?***

Please choose all that apply:

 Verbal abuse

 Physical abuse

 Bullying, demeaning/humiliating behaviour or harassment

 Sexual harassment ie any unwelcome behaviour of a sexual nature

 Isolation or exclusion from activities, conversations etc

 Other

 None

***Have you directly experienced any of the following forms of discrimination or unfair treatment while working at Oxford Archaeology.***

Please choose all that apply:

 Refusal of a disability-related request for reasonable adjustments

 Moved to a physically uncomfortable work environment eg more cramped, hot, cold, noisy, isolated

 Changed hours of work with no consultation

 Other form of treatment that ignores your specific needs eg gender identity, pregnancy, caring responsibilities etc

 Refused benefits offered to others, such as training, overtime etc

 Over-supervision

 Unreasonable refusal of a flexible working request

 Not receiving same pay, terms and conditions, or benefits (such as pension or annual leave) as others doing the same job

 Overlooked for a promotion or for a job or a role

 Put at a disadvantage by arrangements, assumptions or expectations that you could not meet/had difficulty meeting due to a protected characteristic

 Other:

***Thinking about your experience of harassment, bullying, discrimination or unfair treatment, did you feel that it was because of any of the characteristics listed below?***

Please choose all that apply:

 Sex

 Race

 Sexual orientation

 Transgender status/gender identity

 Disability

 Age

 Pregnancy/maternity

 Marriage/civil partnership

 Religion or belief

 Because of friendship/association with someone or people with one of the characteristics above

 Other:

***Have you witnessed harassment, bullying, discrimination and/or unfair treatment happening to other people, and if so who carried it out (what was their relationship to the victim of the harassment, bullying, discrimination and/or unfair treatment) and what was the nature of it?***

Please choose only one of the following:

 Yes - please provide details

 No

Make a comment on your choice here:

***If you reported bullying, harassment, discrimination and/or unfair treatment at OA, who did you report it to?***

Please choose all that apply:

 Line Manager

 Regional Health and Safety Advisor

 HR Officer

 Other senior member of staff

 Prospect Rep

***If you have reported an incident of bullying, harassment, discrimination and/or unfair treatment at OA, how well do you think it was dealt with?***

Please choose only one of the following:

 It was dealt with appropriately

 It was not dealt with appropriately

 Unsure if or how it was dealt with

***If you have been subject to bullying, harassment, discrimination and/or unfair treatment at OA but did not report it, why not?***

Please choose all that apply:

 Did not think I would be taken seriously

 Did not think the issue would be taken seriously

 Did not know who to report it to

 Concerned I might be picked on/victimised

 Unsure if it was really bullying, harassment, discrimination and/or unfair treatment

 Peer pressure

 Other:

***Thinking about your answers, please provide any additional information that you feel able to and which you think might help us to better understand your experience of harassment, bullying, discrimination or unfair treatment***

Please write your answer here:

***OA has put a range of measures into place, such as toolbox talks, Bullying and Harassment reporting poster, specific sections in the Risk Assessment templates. Can you suggest any further measures that OA could implement to help reduce bullying, harassment, discrimination and/or unfair treatment?***

Please write your answer here:

***This survey is, and will remain, anonymous unless you choose otherwise. Please give careful thought to this and the answers you have provided. Remember, OA will be better able to tackle work-place bullying, harassment, discrimination and unfair treatment if the survey is not anonymous. If you are happy to be identified and possibly contacted by a member of the OA Wellbeing Group for a confidential discussion about your responses, then please provide your name in the box below.***

Please write your answer here:

We realise that taking part in this survey may be difficult for staff. If you are experiencing or have experienced harassment or discrimination, please seek support from your manager, H&S Advisor or any Prospect Rep.

If you are being affected by any of the issues raised in this survey, please also remember that OA offers a Confidential Counselling Helpline where you can seek impartial and non-judgemental advice from qualified professionals. The helpline is available 24 hours a day, 365 days a year and is totally confidential. It can also be used by family members over the age of 18. The service can be accessed on \*\*\*\*\*\*\* and the number should be displayed in your work place. You will need to give our company name and quote the policy number: \*\*\*\*\*\*\*\*\*.

You can also contact one of OA's trained Mental Health First Aiders: