

Bullying and Harassment Policy

1. Introduction and scope

i. Alzheimer's Research UK Bullying and Harassment Policy

At Alzheimer's Research UK, we are committed to creating a research environment, which is free from bullying and harassment and where everyone is treated equally. We consider any kind of bullying and harassment completely unacceptable and believe that all people involved in our funded research, as well as anyone attending an Alzheimer's Research UK funded conference/event are treated with dignity and respect.

ii. Who does this statement apply to?

This policy statement applies specifically to those who are involved in research activities funded by Alzheimer's Research UK, but is in line with the commitment to our own staff and volunteers. In this context participants in our research include:

- a) Lead applicants
- b) Co-applicants
- c) Collaborators
- d) Fellows
- e) Supervisors (and co-supervisors)
- f) Sponsors
- g) Students
- h) Alzheimer's Research UK Committee Members
- i) Alzheimer's Research UK Conference/Event speakers
- j) Any other research staff member whose salary is paid through an Alzheimer's Research UK award.

2. Definitions

i. What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end.

ii. What is harassment?

Harassment is unwanted conduct which violates the dignity of an individual on the grounds of protected characteristics i.e. their age, disability, gender, marriage/civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientations; or where it creates an intimidating, hostile and degrading, humiliating or offensive environment.

iii. What is victimisation?

Victimisation is subjecting a person to detrimental treatment because they have, in good faith, complained, whether formally or otherwise, that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence to a complaint.

Any questions relating to this Bullying and Harassment policy should be directed to:
research@alzheimersresearchuk.org

3. What does Alzheimer's Research UK expect of Host Institutions?

It is the Host Institution's responsibility to:

- a) Adopt a formal policy that clearly sets out the standards of behaviour it expects from staff and the procedure for making and responding to complaints
- b) Require that any sub-grantee or sub-contractor have an equivalent policy in place
- c) Follow our procedures about notifying us of misconduct:
 - At application stage: confirm that there have been no findings of bullying or harassment upheld against the Lead Applicant(s) and other participants from the Host institution, nor are they aware of any findings of bullying or harassment upheld against named participants from other institutions on the application proposed
 - On an active grant: where a decision has been made to investigate formally an allegation of bullying or harassment against an individual named on the active grant, the Host Institution must inform the Head of Research.
- d) Investigate allegations of bullying and harassment in an impartial, fair and timely manner, ensuring the rights of employees are protected, and take appropriate action. If the Host Institution is advised by the investigator(s) that a disciplinary procedure is warranted, we expect institutions to complete the disciplinary procedure such that a formal finding can be reached
- e) Ensure no agreements are entered that would prevent the Host Institution from telling Alzheimer's Research UK of investigation findings.

4. How does Alzheimer's Research UK handle allegations?

Allegations of bullying and harassment should always be reported to the employing organisation of the person against whom the allegation is being made. In the case that an allegation of either bullying or harassment is made directly to a member Alzheimer's research UK staff, rather than the host institution:

- a) A senior Alzheimer's Research UK staff member will first discuss the circumstances with the informant
- b) Alzheimer's Research UK will either encourage the informant to report the allegation at their Host Institution through the appropriate channels or tell an appropriate individual at the Host Institution directly.
- c) If the informant would prefer to remain anonymous, Alzheimer's Research UK will respect this unless there is a legal obligation to reveal their identity. We will only provide information to staff or external advisors on a need to know basis.

The Host Institution is responsible for handling allegations. Alzheimer's Research UK does not carry out any of their own investigations, however, we may ask for information about the Host Institution's strategy for investigation. If Alzheimer's Research UK are not satisfied by how the Host Institution has responded to a complaint of bullying or harassment, or if the Host Institution fails to ensure appropriate workplace standards are observed, we may apply sanctions related to future grant applications.

5. Sanctions

Following the Host Institution's investigation, if a case of bullying or harassment is upheld, Alzheimer's Research UK may apply sanctions onto the individual(s) in question. These sanctions may include, but are not limited to:

- a) Withholding the remaining funds on any active ARUK grant where the individual(s) are named as a participant
- b) Preventing the individual(s) from acting as a Supervisor, Co-Supervisor or Sponsor on ARUK PhD Scholarships and Fellowships.
- c) Preventing the individual(s) from applying to or participating on any ARUK grant schemes in the future

6. Preventing Bullying and Harassment

Everyone involved in our research activities has a responsibility to prevent bullying and harassment from occurring by:

- a) Being aware of how their behaviour may affect others
- b) Treating colleagues with dignity and respect
- c) Reporting when inappropriate jokes or comments have been made
- d) Making it clear to others when behaviour is unacceptable
- e) Intervening, if possible, to stop bullying or harassment.