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██████████  
  
20 February 2015

Dear ██████████

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-022)**

We have now considered your request of 02 February 2015 for information relating to bullying and harassment and University staff. Thank you for your clarification of question one, received on 05 February.

Our response is on page 2 of this letter, together with a copy of your original and amended request, and we hope this will meet your requirements.

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You have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_15-022)

*My questions relate to the 3 year period from 1 January 2012 to 31 December 2014.*

*Q1. During this period, how many staff asked for support or advice due to bullying or harassment at work? (By year, formally and informally)*

[Amended on 05 February to include only requests for support and advice received by our human resources and staff counselling departments]

Year	Informal	Formal
2012	9	1
2013	13	1
2014	13	6

For figures relating to our staff counselling department, see response to question 6. Numbers of informal incidents may be incomplete as staff are not required to log all such conversations.

*Q2. During this period, how many investigations were made over allegations of bullying or harassment at work?*

Year	Number
2012	1
2013	1
2014	5

*Q3 How many investigations found that bullying or harassment at work has taken place?*

Year	Number
2012	1
2013	1
2014	1

*Q4 What disciplinary or other follow up actions were taken as a result of those investigations?*

Year	Action
2012	Final written warning
2013	Final written warning
2014	First stage warning. Follow-up action: individuals reminded about email etiquette and use of banter

*Q5 How much was spent on legal fees in relation to the above cases?*

Year	Fees
2012	Zero
2013	Zero
2014	Zero

Q6 How many staff accessed your counselling service citing bullying or harassment?

Year	Number of staff
2012	4
2013	3
2014	3

Q7 How many staff have left the institution citing bullying or harassment as one of the reasons?

Zero. This information would be recorded centrally within the exit questionnaires given to all staff leaving the University. Within the specified date range no members of staff have cited bullying or harassment in their exit questionnaire.

Q8 How many staff have attended workshops or awareness sessions on bullying and harassment?

The University offers a range of staff training sessions that include discussion of different forms of discrimination, including harassment and bullying.<sup>1</sup>

In particular, since 2014 all University staff are required to complete the online Equality and Diversity training module<sup>2</sup> and / or attend the alternative face to face training. Everyone attending an Equality and Diversity training session is given an outline of the provisions of the Equality Act 2010, the kinds of discrimination and the range of protected characteristics – this would include an understanding of harassment/bullying and victimisation.

Attendance figures for face to face Equality and Diversity sessions are as follows:

Year	Number of attendees
2012	114
2013	54
2014	85

To date, approximately 85% of staff have completed the online training, equating to 2,243 people within the last 12 months.

Please note the above figures relate only to the training provided by the University. Staff are not required to report training received elsewhere, although may do so on an individual basis.

<sup>1</sup> <https://portal.uea.ac.uk/equality/training>

<sup>2</sup> <https://portal.uea.ac.uk/csed/resources/diversity-in-the-workplace-online-training>