Justly Guide: "I'm Being Bullied or Harassed at Work — What Can I Do?"

No one should feel unsafe, targeted, or humiliated in their workplace. Whether it's bullying, inappropriate comments, or sexual innuendo — you have rights, and there are steps you can take.

Step 1: Identify the Behaviour

Ask yourself:

- Are you being repeatedly insulted, undermined, or excluded?
- Has someone made comments about your appearance, gender, or sexuality?
- Do jokes, texts, or gestures make you uncomfortable?
- Have you been touched, stared at, or propositioned inappropriately?
- Have you raised concerns and been ignored or punished?

If any of these apply, it may count as workplace bullying or harassment under Guernsey law.

Step 2: Start Recording What's Happening

Keep a written log of:

- What happened
- Where and when it occurred
- Who was involved or witnessed it
- How it made you feel
- Any responses from management or HR

Emails, texts, or screenshots can also help build your case.

Step 3: Check Your Workplace Policy

Most workplaces have policies covering:

- Anti-harassment and bullying
- Equal opportunities
- Grievance procedures

Ask HR or check your staff handbook. If there's no policy, your rights still apply under general employment protections.

Step 4: Speak to Someone You Trust

You don't have to face this alone. Consider talking to:

- A line manager or someone senior (if they're not involved)
- HR or a dedicated safeguarding officer
- A trade union representative
- An external adviser (e.g. Citizens Advice or the Employment & Equal Opportunities Service)

Be clear about what's happened and what outcome you want — e.g., an apology, mediation, or formal investigation.

Step 5: Decide: Informal or Formal Route?

Informal: Ask the person to stop. This can be done directly or with support from HR.

Formal: File a written grievance with your employer. This triggers a structured process:

- A formal investigation
- A hearing (if needed)
- An outcome decision

You're allowed to bring someone with you (colleague or union rep).

Step 6: What If Nothing Changes — or It Gets Worse?

If:

- Your complaint is ignored,
- You're retaliated against,
- Or you're forced out (constructive dismissal),

...you may be able to file a legal claim.

Time limits apply — you have **3 months** from the last incident to take legal action.

Step 7: Seek External Advice

Guernsey's **Employment and Equal Opportunities Service** (EEOS) can:

- Offer free, confidential advice
- Help resolve disputes informally
- Guide you in making a claim to the Employment & Discrimination Tribunal

Legal advisers or Citizens Advice Guernsey can also support you in exploring your options.

Step 8: File a Claim If Necessary

You may be entitled to:

- Compensation for distress or lost earnings
- A finding of unlawful harassment or discrimination
- Public acknowledgment of wrongdoing

This can send a message and protect others in your workplace, too.

Final Advice

- You're not overreacting. If it feels wrong, it probably is.
- Keep notes — even if you don't act right away.
- You deserve safety and dignity at work. It's your right.

Help is available.

You don't have to suffer in silence — and you don't need to know all the law to take the first step. Justly exists to guide you through.