

# EXAMPLES OF HARASSMENT

*checklist*

Harassment includes any act which creates feelings of unease, humiliation, embarrassment, intimidation, or discomfort to the person on the receiving end.

- Displaying or circulating offensive or suggestive material
- Innuendo, mockery, lewd or sexist/racist/homophobic jokes or remarks
- Use of offensive language in describing or making fun of someone with a disability
- Comments about a person's physical appearance or character which cause embarrassment or distress
- Unwelcome attention such as spying, stalking, pestering, overly familiar behaviour or unwelcome verbal or physical attention
- Making or sending unwanted, sexually suggestive, hostile or personally intrusive telephone calls, text messages, emails, comments on social networks, or letters
- Unwarranted, intrusive or persistent questioning about a person's age, marital status, personal life, sexual interests or orientation, or similar questions about a person's racial or ethnic origin, including their culture or religion
- Unwelcome sexual advances or repeated requests for dates or threats
- Suggestions that sexual favours may further a person's career, or that not offering them may adversely affect their career



# EXAMPLES OF HARASSMENT

*checklist*

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- Leering, rude gestures, touching, grabbing, patting or other unnecessary bodily contact such as brushing up against others
- Spreading malicious rumours, or insulting someone (particularly regarding age, race, marriage, civil partnership, pregnancy and maternity, sex, disability, sexual orientation, religion or belief, and gender reassignment)



# EXAMPLES OF BULLYING

*checklist*

Bullying is a form of harassment that includes hostile or vindictive behaviour, which can cause the recipient to feel threatened or intimidated. It results in a work environment in which a group of people or an individual may become threatened or intimidated because of the negative or hostile behaviour of another group of people or individual. Bullying may involve a misuse of power or position and is often persistent and unpredictable. It may be vindictive, cruel or malicious. However, it can also arise when a person is unaware of the effect that their behaviour is having on other persons, or does not have any intention to bully.

You may be unaware of the effect of your own actions on other seafarers and may need to modify your approach. Possible examples include:

- Verbal or physical threats or abuse, such as shouting or swearing at colleagues, either in public or in private, including derogatory or stereotyped statements or remarks
- Personal insults
- Belittling or ridiculing a person, or his/her abilities, either in private or in front of others
- Sudden rages or displays of temper against an individual or group, often for trivial reasons
- Subjecting someone to unnecessary excessive or oppressive supervision, monitoring everything they do or being excessively critical of minor things;
- Persistent or unjustified criticism



# EXAMPLES OF BULLYING

*checklist*

- Making unreasonable demands of staff or colleagues;
- Ignoring or excluding an individual from social events, team meetings, discussions and collective decisions or planning
- Making threats or inappropriate comments about career prospects, job security or performance appraisal reports
- Spreading malicious rumours, or insulting someone (particularly regarding age, race, marriage, civil partnership, pregnancy and maternity, sex, disability, sexual orientation, religion or belief, and gender reassignment)
- Shunning people at work and rebuffing their efforts to integrate with others if they are believed to 'not fit in'
- Cyberbullying including inappropriate:
  - Suggestive and unwanted remarks
  - Graphics or threat-centred, abusive emails
  - Postings on social networks; and – Text messages.
- Strong or robust management style
- A working relationship that is described as a 'personality clash'



# EXAMPLES OF BULLYING

*checklist*

- Someone is described as 'over-sensitive' or 'unable to take a joke'
- Describing someone as having an 'attitude problem'
- Spreading malicious rumours, or insulting someone (particularly regarding age, race, marriage, civil partnership, pregnancy and maternity, sex, disability, sexual orientation, religion or belief, and gender reassignment)
- A manager who 'has a low tolerance for non-safety critical mistakes which are made unintentionally; and
- Making fun of someone who has made a minor mistake at work
- Setting menial or demeaning tasks that are inappropriate to the job or taking away areas of responsibility from an individual for no justifiable reason



# OBLIGATIONS AND RESPONSIBILITIES OF SEAFARERS

*checklist*

No seafarers should be harassed or bullied on board ships. All seafarers have a responsibility for ensuring that their ship is free of harassment and bullying.

Please be mindful and aware of your own actions:

- Do you consider that your way of doing a job is always right?
- Do you raise your voice at others?
- Are you sarcastic or patronising to others?
- Do you criticise individuals in front of others?
- Do you criticise minor non-safety critical errors and fail to give credit for good work?
- Do you shun any others or spread rumours or malicious gossip?

