

WELLBEING & WORKPLACE DIGNITY | PRACTICAL WORKBOOK

Recognising and Responding to Bullying, Harassment and Discrimination

A practical guide to behaviour, legal concepts, evidence and safe routes - without attempting to decide an individual claim.

What this resource contains

- Private reflective prompts
- Writing space for a focused plan
- Confidentiality and source safeguards

IMPORTANT

Independent general guidance. It does not replace clinical, employment, regulatory, immigration or legal advice. Do not include patient-identifiable or unnecessary colleague-identifiable information in worksheets.

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**BEFORE YOU
WRITE**

Use a trusted device or paper copy. Do not include patient identifiers, unnecessary colleague identifiers or confidential records. This workbook is not sent to SAS Doctors Review.

1. Describe the behaviour

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Exact words or actions

Date, place and context

Who observed it

Whether it is repeated or escalating

The effect on dignity, health, work or patient care

2. Test the context

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Is legitimate management action involved?

Was the process fair, evidence-based and respectful?

May a protected characteristic, disability or sexual conduct be relevant?

Is there power imbalance, threat or retaliation?

3. Choose the route

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Is direct conversation safe?

Would voluntary mediation address the issue?

Which dignity, grievance or sexual-harassment policy applies?

Do I need union or equality advice now?

Are there short external deadlines?

4. Prepare a focused account

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Three strongest examples

Documents and witnesses

Previous attempts to resolve

Interim protection needed

Practical outcome requested

Action summary

What must happen today?

Who will I contact and for what purpose?

What will be reviewed, by whom and when?

KEEP THE ROUTES SEPARATE	Treatment, employment representation, patient-safety escalation and advocacy serve different purposes. Use each where it is needed.
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Sources and disclaimer

Use the current provider, national framework and local employer policy before a significant decision. Legal time limits may continue during internal procedures.

Core sources: GMC Good medical practice 2024; Acas workplace guidance; HSE Management Standards; national NHS speaking-up frameworks; current service provider pages.

INDEPENDENT GUIDANCE

This workbook does not assess risk, diagnose illness, determine bullying or discrimination, calculate legal deadlines or replace individual advice.