NHSScotland Workforce Bullying and Harassment Policy: flowchart

This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the NHSScotland Workforce Bullying and Harassment Policy.

Flowchart symbols and their meaning

- **Start/end**
  This shape represents the start and end point of a system or process. It usually contains the word ‘Start’ or ‘End’. A flowchart generally has one start point but can have multiple endpoints.

- **Flow line**
  A line with an arrow shows the direction of the flow through the flowchart.

- **Process**
  Can represent a single step or multiple steps within a larger process on the flowchart.

- **Decision**
  Sometimes a decision is needed before moving on to the next step in the process. This shape asks a ‘yes’ or ‘no’ question. The answer determines which arrow you follow out of the decision shape.

- **Outgoing off-page connector**
  This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

- **Incoming off-page connector**
  This shape shows the page you are currently viewing.
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Start

Bullying or harassment issue raised

Initial meeting between appropriate manager and employee

Is Early Resolution appropriate?

No

End

Yes

Employee made aware of Early Resolution options

Early Resolution

Is the alleged bully an employee in your organisation?

Yes

Use the Workforce Policies Investigation Process (WPIP)

Workforce Policies Investigation Report received

Feedback provided to complainant(s)

Feedback provided to employee(s) under investigation

Has Formal Procedure been initiated?

Yes

Has Early Resolution been achieved?

No

End

Has the alleged bully an employee in your organisation?

No

Raise matter with alleged bully’s employer

Go to page 3

No

Is the complaint upheld?

Yes

Complaint upheld and justifies learning outcomes

Referral to formal conduct hearing (View Conduct flowchart page 3)

Referral to another workforce policy

End
Has a review been requested?

Yes

Has the review been upheld?

Yes

Organisational learning

No

End

End