



What to Do If You Are Being Bullied or Harassed

Record the behaviour, find a safe reporting route and ask for practical protection.

For care workers in England, Scotland and Wales. Northern Ireland has separate employment rules: contact the Labour Relations Agency. General information, not individual legal advice. Rights depend on employment status, contract and circumstances. No assessment or certificate.

What to do now

If there is immediate danger, seek urgent help. Otherwise write down what happened and consider a safe reporting route. You do not have to confront the person alone. If your manager is involved, check the policy for another manager, HR contact or owner who can receive the concern.

What to ask

Ask how the concern will be handled, what confidentiality is possible and what measures can reduce further contact or harm. Describe the behaviour and its effect rather than needing to decide its legal label. Ask how to report retaliation or further incidents while the concern is considered.

What to record

Keep dates, locations, the words or actions involved, witnesses and relevant messages. Record the impact on work or health and any steps already taken. Keep evidence securely and avoid collecting unrelated confidential information. Lack of a witness does not mean you cannot raise a concern.

What to avoid

Do not retaliate, circulate accusations or assume harmful behaviour must be tolerated because someone is senior. Bullying and unlawful harassment are not identical legal concepts; an adviser can help assess the facts. Do not resign in distress without advice about the consequences and your options.

Words you can adapt

I want to raise a concern about [specific behaviour] on [dates]. It is affecting [work/health]. I would like this addressed under the appropriate procedure and to discuss steps to prevent further incidents. Please confirm who will handle it and when I can expect an update.

Where to get help

Acas, your union or an employment adviser can help. Tell them if the conduct relates to a protected characteristic, is sexual, or follows a previous complaint. Get help with deadlines early rather than waiting for the internal process to end. Seek health support where needed.

Your next steps

- Identify a safe contact.
- Keep a factual incident log.
- Request protective steps.
- Seek advice about options and deadlines.

Sources and further help

[Acas: Bullying at work](#)

[Acas: Formal grievance procedure](#)

[Acas: Employment tribunal time limits](#)

[Northern Ireland: Labour Relations Agency](#)

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