

# Harassment Procedure flowchart for University Staff

## College Procedure

If the harassment arises solely in the college environment or is by a member of college staff, please follow the college's procedures.

## Criminal misconduct

If a criminal offence has been committed, the harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Staff members can seek advice from the Director of Human Resources and/or approach the Police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available at [www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance)

IF YOU FEEL YOU HAVE BEEN HARASSED, SPEAK TO ONE OF THE FOLLOWING PEOPLE:

- \* Local Harassment Advisor or \* Harassment line
- \* Trade Union representative
- \* Occupational Health
- \* HR / Personnel contact in your department
- \* Your supervisor / manager

You can speak to the above people at any time during this process

## Complaint against a student

### Initial action

Seek advice from your \* Head of Department or Line Manager.

### Statute XI

Staff complaints of Harassment against a student will normally be dealt with through Statute XI.

## Complaint against a member of University Staff

### Initial action

If it is safe to do so and you feel able, write to or tell the person that you are unhappy with their behaviour. You can talk through what you might write / say with one of the above contacts.

### Informal resolution

Approach your \* supervisor, \* Departmental Administrator or \* Head of Department and ask for help in seeking an informal resolution.

### Mediation or conciliation

An experienced mediator or conciliator will work with both parties to seek a resolution and this may be attempted at any time before or after a formal investigation. Agreed outcomes will be recorded in writing.

If these actions do not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, you should proceed to a formal complaint.

Informal steps

## Key

\* These contacts may be obliged to investigate and may need to share information on a need to know basis and they will, other than in exceptional circumstances, follow the guiding principle of asking for your permission to liaise with others. You will be kept informed at every stage.

\* Your conversation with these contacts will be confidential, unless they fear for your or others' safety.

The support services and welfare contacts are also available to the alleged Harasser.

### Appeal

If either party is unhappy with the outcome they can invoke the relevant grievance or complaint procedure.

### Outcome

Both parties will be informed in writing of the conclusion of the investigation, the action the Head of Department decides to take and the reason for this action.

### Formal complaint

Submit a written complaint to your \* Head of Department / Head of Division, copied to the \* Director of Human Resources.

### Investigation

The HOD or their nominee will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected.

Formal steps