Students
Process for dealing with alleged incidents on bullying and harassment

Speak in confidence to the student who thinks they are being bullied or harassed and/or the alleged perpetrator, or who have witnessed an incident. Clarify what they are experiencing - bullying or harassment?
The student should be referred to Students Association where an incident of Hate Crime is reported. (USSA is a Third Party Hate Crime reporting centre).

Consider **personal action** e.g. requesting (verbally or in writing) the perpetrator stops his/her behaviour. Is the issue resolved? i.e. harassment stopped.

The situation may not be bullying or harassment but may still need to be dealt with (e.g. disagreement or personality clash). In consultation with relevant staff – please refer the student to follow appropriate University policy or procedure.

If applicable refer them to Adviser of studies/Counsellors/USSA

Matter closed
Complete equality monitoring information

Yes

No

Follow appropriate route based on whether the allegation is against other student(s) or member of staff

Student alleging against student:
• Follow student Disciplinary procedure.
• Refer to designated Disciplinary Officer

Student alleging against staff or contractors:
• Follow student Complaints procedure
• 6 months’ time limit to lodge a complaint

Complete equality monitoring information

Invite student to share views/experience about the formal process they’re going through
Staff

Process for dealing with alleged incidents on bullying and harassment

Speak in confidence to the member of staff who thinks they are being bullied or harassed and/or the alleged perpetrator or a person who has witnessed an incident. (Anyone who witnesses bullying and harassment should report an incident).

Where violence or threats of violence or unwanted sexual advances are made the allegation should be dealt with as a formal complaint.

Give individual suggestions for possible solutions - these may include taking personal action such as:
- Speak with or write to alleged harasser to stop unacceptable behaviour
- Discuss dignity and respect aspects/policy at team meeting
- Conciliation meeting
- Refer to another service e.g. employee counselling service

Is the issue resolved?

Yes

Complete equality monitoring information

No

Follow appropriate route in discussion with the person alleging unacceptable behaviour

Informal route
Lodge informal complaint with the line manager and/or Head of Dept. (can be done verbally or in writing)

Unresolved

Complete equality monitoring

Formal route – Stage 1
Write to the Head of Department.
Where the alleged perpetrator is the Head of Department then the complaint should be made to the Dean/Chief Financial Officer/Chief Operating Officer

Formal route – Stage 2
Where a complainant(s) may be dissatisfied with the outcome of Stage 1 write (within 14 days of receiving of outcome Stage 1) to the Director of Human Resources outlining why they are dissatisfied or consider the matter to be unresolved.

If applicable refer them to line Manager/Head of Dept/Human Resources/Health and Safety staff/Employee Counselling Service

The situation may not be bullying or harassment but may still need to be dealt with (e.g. disagreement over working methods)