University College's Code for Preventing and Responding to Harassment: a student guide

You may approach a College Harassment Advisor, a College tutor, a Graduate You believe that you are or A successful Advisor, or a College Officer such as the Chaplain, the Senior Tutor, a Junior Dean, resolution is reached. have been harassed and wish a University harassment advisor, or other sources of advice and support listed by to report it. Initially, you may If you request an intervention the University. (You should not normally approach the Vice-Master, Fellow for wish to report A resolution is not at this stage and are not Anti-Racism, or Fellow for Women because these College Officers should be and/or attempt to reached. satisfied with the outcome, approached when seeking a resolution within the Code.) If you ask them to do so, resolve the you may seek a Stage One whoever you approach for support may take steps to achieve a resolution of the situation outside resolution under the Code. situation (for example by speaking to the person you believe is/has been harassing of the Code. you). A resolution outside of the Code might consist of an apology or an undertaking not to repeat behaviour complained of. A resolution at this stage will involve the cooperation and agreement of everyone involved. Stage One: You may request assistance from Or you may wish A successful resolution under Stage One is reached. A resolution might consist of an apology or an a Harassment Advisor to to work under to The Harassment Advisor will assess whether harassment has undertaking not to repeat behaviour complained of. A resolution under Stage One requires reach a resolution under the Code from the occurred or whether there are any reasons why your everyone's cooperation and agreement. Stage One of the Code. start. situation is not suitable for resolution at Stage One and will advise you. If the person whose behaviour is the subject of Any steps you your request is not a member of the College, the Advisor wish to take here A resolution under Stage One is not reached will, with your permission, refer the case to the Dean or The Harassment Advisor will advise are now under or the Harassment Advisor advises you that Master who will take the matter up with their counterpart at you on Stage Two of the Code Stage One of the your situation is not suitable for resolution the relevant College or Department. (If the Advisor judges and/or on other measures that you Code. under Stage One. that harassment has not occurred, they will decline to be might take to resolve the situation. further involved.) Stage Two: If you wish, you may make a request to instigate a Stage Two process against your alleged harasser if they are a member of the College and if If the person whose behaviour is the subject of your You instigate Stage Two under the College's Non-Academic Disciplinary EITHER a Harassment Advisor certifies that the Procedure. You have the right to be keep informed of the Dean's deliberations request is a student, then you can instigate Stage Two options for a Stage One resolution were attempted under EITHER or BOTH the College's Non-Academic and decisions and to be consulted in respect of any disciplinary steps the Dean is without success or were not attempted for reasons Disciplinary Procedure AND/OR under the Special minded to take and any decision to delay or discontinue the process. (This right specified in the Code or for any other reasons OR Complaints Procedure in Annex I of the Code. is unique to matters reported under Stage Two.) See the College's Non-Academic the College Officer responsible for overseeing **Disciplinary Procedure** Stage Two believes that the matter is too serious or too urgent for resolution outside of the Code or at Any steps you Stage One of the Code. You instigate Stage Two under the Special Complaints Note that any student or wish to take here Procedure of the Code. (See Annex I.) employee of the College are now under whose behaviour has been Stage Two of the If the person whose behaviour is the the subject of a request under Code. If you choose to instigate Stage Two under BOTH the Non-Academic Disciplinary subject of you request is an Stage Two shall be informed Procedure AND the Special Complaints Procedure of the Code, and if the See the College's Student employee, then you may instigate that the request has been allegations of harassment that you make are substantially the same in both, you Complaints Procedure. Stage Two by making a complaint received as soon as most notify the Stage Two Co-ordinator (see Annex I) and the Dean. The Counder the College's Student possible/as soon as is safe to ordinator and Dean may consult with each other. Complaints Procedure. do so. Any student or employee of the College who is informed or otherwise becomes aware that their behaviour has been made the subject of a request under Stage Two is entitled to support from the College and may consult any of the following: a College Harassment Advisor, a College tutor, a Graduate Advisor, or a College Officer such as the Chaplain, the Senior Tutor, a Junior Dean, a University harassment advisor, or other sources of advice

and support listed by the University. If the person approached has been advising you, they will refer the student or employee to someone else.

Annex I: The Special Complaints Procedure of the Code for Preventing and Responding to Harassment: a student guide

