

## Policy and Procedure for Student Complaints of Harassment and Bullying Against Staff

harassment and bullying. This policy covers staff members who are employed by the University or engaged as a worker. For

members; and

be dealt with in a consistent, fair and appropriate manner.

employed by the University or engaged as a worker. For

the policy is applicable in relation to issues arising in the

relationship with the University.

self-employed contractors or agency workers.

- 1.6 Where the Responding Party is a student who is also a staff member, the Director of HR and PVC (Colleges & Student Experience) (or their nominees) will decide whether this staff procedure or the Bullying and Harassment Policy and Procedure for Students will be followed, dependent on the circumstances of the allegation and the most appropriate way of managing the investigation.



2.3 Allegations of harassment and bullying will be treated very seriously by the University and can result in disciplinary action being taken against the person who committed unwanted behaviour. As the University views harassment and bullying as serious offences, any individual who makes a vexatious, demonstrably false or malicious claim of harassment or bullying will be dealt with in accordance with the University's Code of Practice on Student Behaviour in Appeals and Complaints and may be subject to disciplinary procedures as specified in General Regulation IV – Discipline.

2.4 As part of its commitment to eliminating harassment and bullying, the University undertakes to:

- Apply this policy equally to all students registered at the University and, where relevant, all staff members;
- Ensure an initial acknowledgement to any complaint is issued to the Reporting Party normally within five working days of the complaint being received and to keep all parties informed of the progress of the complaint;
- Treat all allegations of harassment or bullying seriously



### LineManager

A staff member's line manager has a neutral role in which they can listen and suggest possible ways forward with reference to policies and procedures.

### HRBusinessPartnersandAdvisors

The University has a team of Human Resource (HR) Business Partners and Advisors, who can provide procedural advice and support.

### OccupationalHealth

As part of the University's HR team, the advisors within the Occupational Health

Service maintain an autonomous role and provide a confidential service for staff and students.

considered.

4.1.3 The University will act as appropriate and without unreasonable delay on reports of bullying and harassment alleged against a member of staff of the University.

4.1.4 All parties involved should at (d)6.1 ( ag)2 (ain)-4 (s)12 (t)-4 ( a)10 ( me)-0.9 (m)10 (b)-4 (e)-1 (r o



The complaint form is available [here](#). Students should aim to provide as much information as possible of the events complained of, any supporting information and, where possible, a clear indication of the outcome sought.

4.4.2 The Student Conduct Office will ud6TTd(th)-10 (9)E



confirmed. They will be given a full and fair opportunity to explain or present their version of events in response to the complaint.

4.4.9 The Investigating Officer may hold additional meetings or consult with additional parties as necessary to reach a decision. The Investigating Officer will subsequently write to all parties, advising of the outcome of the investigation.

#### 4.5 Investigation Report

4.5.1 The Investigator will make a finding as to whether bullying and/or harassment has occurred and if so, whether the behaviour in question was intended to cause harassment or whether the Responding Party could reasonably be expected to know that their behaviour would cause harassment. Having reached this

- 5.3 They will be asked to state the grounds of their review request, and the right to review will only be granted if there is evidence of the following:
- a) Procedural irregularity.
  - b) Evidence of further material circumstances which could not reasonably have been expected to have been submitted for consideration at the time of the investigation.
- 5.4 The Director of HR (or their nominee) will identify a senior officer, independent of the case, to undertake the review.
- 5.5 The case will be reviewed on the basis of the documentation provided by the Reporting Party and that held by the original Investigator. The Reviewer may decide to seek further information if necessary.
- 5.6 The Reviewer may then decide to take action as follows:
- a) Uphold the original decision.
  - b) Refer the case back to the Investigator(s) to reinvestigate in light of new evidence or in a procedurally correct manner. This may involve the reallocation of the

Approved by Council