

## DIGNITY AT WORK AND STUDY POLICY

### 1 INTRODUCTION

- 1.1** The Royal Veterinary College is committed to providing a working and learning environment which promotes respect and dignity in all aspects of College life and activity, and to be a community which is safe, supportive and free of intimidation, discrimination, bullying or harassment.
- 1.2** The College operates a number of policies, toolkits, procedures and practices to support this inclusive environment including: the Equality and Diversity Policy, the College Equality Objectives and Action Plan, the Social Media policy, IT Acceptable use policy, the RVC Behaviours Framework, Athena SWAN action plan, Management toolkits, Staff Training and Development policy, the online Equality and Diversity Training, Managing Diversity Training and Public Interest Disclosure (commonly referred to as Whistleblowing Policy).
- 1.3** This Policy applies to all students and staff. This includes full and part-time employees, fixed term employees, officers, consultants, contractors, casual and agency staff and volunteers (collectively referred to as **staff** in this policy) Its purpose is to:
- create a climate in which harassment, discrimination and bullying are unacceptable behaviours which will not be tolerated;
  - In line with the RVC behaviours framework ‘Ensure own behaviour, words and actions support a commitment to equality of opportunity and diversity’ we wish to promote an ethos and culture that is inclusive and safeguards the dignity and well-being of everyone;
    - give individuals the confidence that any concerns they may have will be considered fairly and appropriately and that complaints can be brought in good faith without fear of detriment.

This policy is non contractual and may after consultation with the recognised Trade Unions be amended at any time by the College. This policy covers harassment or bullying which occurs on site and off site, such as on business trips or at work-related events or social functions. It covers bullying and harassment by staff and students also by third parties such as clients, suppliers or visitors to the College’s premises.

Employees, students, visitors, consultants, clients and contractors to the College should be treated with courtesy, fairness and respect and are expected to treat others in the same way. This policy will apply to all College premises, and all College Staff and Students working at other premises.

- 1.4** Employees or students who make complaints, or who participate in any investigation, in good faith under this policy must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under the relevant Disciplinary Procedure. If an employee or student believes they have suffered any such treatment they should inform Human Resources for cases related to staff or Advice Centre for cases

related to students. If the matter is not remedied it should be raised formally in accordance with this procedure.

**1.5** The College will seek to prevent harassment and bullying by publicising and communicating this policy widely; by providing training for those involved in advising on or dealing with complaints of harassment and bullying. The College will review the policy and its implementation in the light of experience, and within the context of external developments.

**1.6** Nothing in this Policy is intended to restrict or undermine the right to academic freedom as set out in statute 18(3) of the Colleges statutes.

## **2 DEFINITIONS**

**2.1** The effects of harassment and bullying can be very damaging to the physical and/or emotional well-being of the recipient, and, if unaddressed, can have longer term implications for the individual's career, prospects and health. Some forms of unacceptable behaviour such as victimisation or harassment are unlawful. There are many definitions of harassment and bullying, but for the purposes of this document, the following definitions will apply:

**2.2** **Harassment** is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past. Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories. Harassment may be persistent or a single incident. If sufficiently serious, harassment can be a criminal offence. .

**2.3** Harassment may include, for example: unwanted sexual conduct (ranging from lewd, suggestive or over familiar behaviour to serious assault); unwelcome sexual advances; promises made in exchange for sexual favours; offensive remarks (including offensive e-mails, text messages or social media content), gossip, racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender; obscene gestures or language; spreading malicious rumours or insulting someone; the display or electronic transmission of offensive material, sending or displaying material that is pornographic or that some people may find offensive (including e-mails, text messages, video clips and images sent by mobile phone or posted on the internet); pictures or graffiti; speculation about a person's sexuality; isolation or exclusion from social activities. Harassment may also occur even if the individual was not the intended 'target'. For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

**2.4** **Bullying** is the abuse or misuse of power through means intended to undermine, humiliate, demean, denigrate or injure the recipient. It often takes the form of aggressive, offensive, intimidating, malicious or insulting behaviour. Bullying whether obvious or insidious is unacceptable.

**2.5** Examples of bullying may include: public reprimand, ridicule, sarcasm or humiliation; verbal or physical intimidation which undermines a person's confidence or competence; unnecessary or unreasonable shouting; repeated or constant unreasonable criticism; inappropriate derogatory remarks about someone's performance, making threats about job security or expulsion; ostracism.

- 2.6** Legitimate, reasonable and constructive criticism of an employee's/student's performance or behaviour by their manager/those responsible for the academic requirements of a programme of study; or reasonable instructions given to employees/students in the course of their employment/studies, will not amount to bullying on their own.

### **3 GENERAL PRINCIPLES**

- 3.1** The College recognises that harassment and bullying can affect working, learning and social conditions for employees and students. Its position is that no-one should experience either, and the College will therefore treat any complaints extremely seriously and deal with them fairly, confidentially and sensitively. Although the decision whether to progress a complaint is generally up to the individual making the complaint, the College has a duty to protect all staff and may pursue the matter independently if, in all the circumstances, it considers it appropriate to do so. Students who wish to make a complaint should use the [student complaints and resolution procedure](#). The remainder of this document is for staff who have a complaint.
- 3.2** The College is committed to achieving informal resolution of complaints relating to harassment and bullying wherever possible. Most people who experience harassment or bullying just want it to stop. Informal approaches can often be effective in achieving this, particularly where the person being complained about is genuinely unaware of the effect of their behaviour, and wants to re-establish a good relationship with the complainant. However, where the incident is more serious, or an informal approach has not succeeded in resolving the situation, then a formal complaint may be appropriate. Such complaints may lead to formal disciplinary action which in some cases may result in dismissal.
- 3.3** The College understands that individuals who experience or witness incidences of harassment or bullying may be reluctant to make their concerns known or to take any action for a variety of reasons. For example; they may be embarrassed, worried that they will be accused of overreacting and will not be believed, or anxious that they may be victimised or isolated as a result of reporting incidents, or making a complaint. The College's 'Report and Support' site allows students, staff, visitors and third parties to report a concern on behalf of themselves or someone else, either anonymously or to report and get support and advice from the College. In addition to the 'Report and Support' site this procedure provides a variety of measures (see Appendix A) to support employees. This support will be offered to complainants, those individuals being complained about and witnesses.
- 3.4** The College recognises its equal duty of care both to the complainant and the person against whom the complaint has been made, and allegations will not be presumed proven until properly investigated using the appropriate procedures. All complaints will be handled with consideration to both sides, regardless of status.
- 3.5** Confidentiality will be respected and maintained by anyone dealing with a complaint of harassment or bullying, unless this would create an unacceptable risk to the complainant, another person or the College. It should be recognised that a satisfactory outcome is more likely if the complainant also maintains confidentiality and does not discuss the situation widely with colleagues. In the conduct of investigations, the College will be mindful of the need to balance respect for confidentiality with the need to preserve natural justice and to ensure that a full and fair investigation is carried out.
- 3.6** If either of the parties involved is unable to maintain the usual work or study relationship, the College will seek to address this in a way which causes minimum distress or disruption. In cases which appear to involve serious misconduct and there is a necessity to separate the parties, a short period of suspension of the alleged bully/harasser may need to be considered as a neutral measure while the complaint is being investigated. Formal complaints will be investigated objectively and as promptly as possible within an agreed timescale.

Where a complaint is about someone other than an employee, such as a client, supplier or visitor, the College will consider what action may be appropriate to protect the complainant and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the College and the rights of that person. Where appropriate, the College will attempt to discuss the matter with the third party.

- 3.7** Both the complainant and the person against whom the complaint has been made have the right to be accompanied at any formal meeting (including an investigatory meeting) by a trade union representative or work colleague. Investigations into alleged harassment or bullying are internal proceedings, therefore solicitors, family members and all other external representatives will be excluded from any formal meeting held in connection with the investigation.
- 3.8** All disciplinary hearings arising from a formal complaint of harassment or bullying will be conducted in accordance with the relevant College Disciplinary Procedure.
- 3.9** Any allegations proven to be malicious, mischievous, vexatious or frivolous will lead to the invoking of the relevant Disciplinary Procedure.
- 3.10** Employees who feel that they are being subjected to any form of harassment or bullying should use the procedure set out in Section 4 below. Guidance notes are set out in Appendix B.
- 3.11** Employees accused of harassment or bullying have the right to be informed of the basis of the complaint within a reasonable timescale. They will also be given the opportunity to state their own case. Guidance notes are set out in Appendix C.

## **4 PROCEDURE FOR DEALING WITH COMPLAINTS**

- 4.1** The working/study environment encompasses a range of diverse people who must all co-exist and are co-dependent on each other. Whilst the way in which a person behaves and interacts with other people is something which is very personal to them, no employee or student is working entirely on their own, and it is incumbent on each individual to treat others reasonably. It is usually most productive if incidents of unacceptable behaviour are dealt with firmly but informally whenever possible.
- 4.2** Anyone who finds themselves in a situation of apparent harassment or bullying is advised to keep a record of the incident(s), to seek support and information from an appropriate person (see list of [Dignity at Work and Study Ambassadors](#) who are trained for this purpose). The ambassador will provide support and information on the various options available in dealing with the problem, and can be consulted at any stage during this process. Seeking support and information does not oblige the individual to take any action, but it does provide an opportunity to discuss their perception of events and the effects of these and to consider the options available:
- To do nothing at this stage; or
  - To try and deal with it informally – personally, either (i) alone or (ii) accompanied; or
  - To try and resolve it informally through a facilitated approach involving a third party conciliator/mediator<sup>1</sup>;

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<sup>1</sup> Mediators have been specially trained to facilitate informal outcomes where possible between those who have raised concerns and the person(s) that they have concerns about. Mediators will normally be sourced from outside the College to ensure impartiality, but on occasion, and with the agreement of all parties, may be drawn from Human Resources or trade unions. In such cases, HR or trade union mediators will operate in confidence and

- To bring a formal complaint (either because an informal approach has been tried but proven unsuccessful, or the alleged incident may be so serious that informal resolution is inappropriate) (see Section 7).

**4.3** In any event, the complainant should keep a written note of the incident(s). This should detail the particular behaviour(s) encountered; dates, times and any witnesses; their feelings and/or responses at the time, as appropriate.

## **5 INFORMAL ACTION – Personal Resolution**

**5.1** Some people are not aware that their behaviour in some circumstances is causing offence or distress, and, if this is clearly pointed out to them, then they will stop and the problem can be resolved.

**5.2** If the employee feels able to, they should:

- (i) explain directly to the person responsible for the behaviour: that they find it unacceptable, the effect it is having on them and make it clear that they want it to stop. This approach could be face-to-face (in which case, the person is strongly advised to be accompanied by a work colleague or Dignity at Work Ambassador) or, if this is too difficult, then expressed in writing;
- (ii) be clear to the person that if it continues then they will make a formal complaint.

**5.3** If the direct personal approach results in the person being aggressive or threatening, then the employee should be prepared to walk away making it clear that they do not wish to be spoken to in that way. They should then seek further support from a Dignity at Work and Study Ambassador/HR/follow the formal procedure below.

## **6 INFORMAL ACTION – Facilitated by a Mediator**

**6.1** If the situation does not improve following an attempt at personal resolution, or this is unrealistic, then, as part of the informal procedure, the person will be encouraged to use informal conciliation via a third party as a way of settling the matter. The College expects, wherever possible, that this route will be followed. Employees choosing not to do so will be expected to say why, and this may be taken into account during the investigation of any formal complaint (see 7 below).

**6.2** The Mediation process is aimed at resolving a difficult situation through the intervention of a neutral third party, who is trained to work with both parties (i.e. the complainant and the person against whom the complaint has been made) in order to facilitate communication between them that is geared towards reaching an agreed and a lasting outcome. Both parties have to agree to enter into the process to resolve their difficulties in good faith.

**6.3** The Mediator, a person who would need to be identified, would normally meet with both parties separately before advising on the steps of the mediation process. It would then usually involve a meeting between both parties, facilitated by the College Mediator, where both sides can discuss the situation from their different perspectives, with the aim of achieving a resolution (perhaps an apology) and agreement about future behaviour. Mediation often works well when both parties can speak privately with each other under the supervision of the mediator, however it is also possible to be accompanied by a Dignity at work and Study Ambassador, trade union representative or work colleague if that is preferred. .

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independently of their normal roles. Where an external mediator is appointed, HR is responsible for the negotiation and management of such provision.

- 6.4** Any discussions and/or resolution at this stage will usually be confidential. The Mediator will make a record of the process and the outcome, with each party receiving a copy of this.
- 6.5** The mediation process will not in itself result in any further informal internal investigation or in any disciplinary action. All parties are expected to participate in a professional, respectful and courteous manner.
- 6.6** Where, however, having tried an informal approach – directly or through mediation - the person feels dissatisfied that their complaint remains unresolved, the complainant may wish to consider taking formal action.

## **7 FORMAL COMPLAINT**

- 7.1** Where informal resolution is not appropriate (for example because of the seriousness of the allegations) or if informal attempts to resolve the situation have not been successful, an individual may bring a formal complaint.
- 7.2** Formal complaints must be made using the College's Complaint Form (Appendix D) and lodged with the individual's Manager or Head of Department, (i.e. the Recipient), as appropriate, and be copied to the Director of HR.
- 7.3** The recipient of the formal complaint will, as appropriate and before taking any informal action, take advice through the Director of HR as appropriate.
- 7.4** The recipient will meet with the complainant to discuss the complaint and explore the scope for any informal resolution or other appropriate action.
- 7.5** The recipient will decide if a formal investigation should be undertaken. If this is deemed appropriate, the recipient will appoint an investigating officer who will conduct an independent and impartial investigation.
- 7.6** The investigation will comply with the principles set out in Section 3 to ensure swift, objective and appropriate consideration of the circumstances and will focus on the facts of the complaint. Investigations should normally be completed and a report prepared for the Recipient of the complaint within twenty (20) working days of the date on which the formal complaint was lodged. Where longer time scales are necessary – perhaps because of the availability of those involved – these will be notified to both parties to the complaint.
- 7.7** The Investigating Officer(s) will submit a formal written report to the Recipient. This will set out the extent of the investigation, their findings and their assessment as to whether or not there are reasonable or sufficient grounds, on the balance of probabilities, to believe that harassment or bullying occurred.
- 7.8** The Recipient will use the investigators' report to reach a decision, and inform the parties to the complaint in writing of the decision. The Recipient will give the reason for the decision and will give a copy of the Investigator(s)' report to the individual raising the complaint and the person(s) complained about.
- 7.9** If the Recipient regards the complaint as well-founded, the matter will proceed to a disciplinary hearing. The initial investigation will contribute to the investigation requirement under the College's disciplinary

procedures. The outcome of that disciplinary hearing, but not usually details of any disciplinary action taken, will normally be made known only to the people directly involved (i.e. the original complainant, the person against whom the complaint was made and their representatives) and any organisation, if required by statute or regulation. If the harasser or bully is a third party such as a client or other visitor, the College will consider what action would be appropriate to deal with the problem.

- 7.10** If the complaint is not upheld, the Recipient will inform the complainant of the right to appeal the decision under the appropriate College Grievance Procedure.
- 7.11** Regardless of whether or not a complaint is upheld, the College will consider how best to manage the ongoing working relationships between the parties concerned. For example, it still may be appropriate to arrange some form of mediation and/or counselling, or to change the duties, working location or reporting lines of one or both parties.
- 7.12** If the Recipient considers that the allegations were malicious, mischievous, vexatious or frivolous, the relevant disciplinary procedure will be invoked against the complainant.

## **8. EQUALITY MONITORING**

- 8.1** The application of this policy and procedure will be monitored and reported on annually to Council as part of the Equality Monitoring Report.

## SOURCES OF SUPPORT AND ADVICE

1. The College is committed to achieving informal resolution of complaints relating to harassment and bullying wherever possible. In line with this approach, the College has in place a variety of measures to provide support. This support will be provided to complainants, those persons against whom complaints have been made and any witnesses.

External organisations can also prove a useful source of information and support. A list of organisations is provided at the end of this section. This list provides some suggestions but is not exhaustive.

## 2. INTERNAL SOURCES

### Managers

All managers have a responsibility to implement the College's Dignity at Work and Study Policy and to bring it to the attention of employees in their work area in order to create and maintain a work and learning environment where harassment and bullying are not tolerated.

All complaints will be treated seriously and dealt with promptly and confidentially.

## 3. Nominated Dignity at Work and Study Ambassadors ([List of Dignity at Work and Study Ambassadors](#))

Named Dignity at Work and Study Ambassadors are drawn from a wide range of roles across the College and have been provided with specialist training. They are an independent and confidential resource, and can be relied upon to provide support and assistance to employees and students who raise with them concerns about harassment and bullying. Their role is to explain how the procedures operate both informally and formally. They can provide support throughout the process.

## 4. HR

The HR Department has a responsibility for seeing that the policy and procedures are followed fairly and consistently. HR Advisors, as part of their professional remit:

- advise managers (i.e. in their capacity as recipients of complaints) on the application of the policy;
- give advice to employees where individuals feel that they are being harassed or bullied in the course of their employment.
- Provide support/advice on the process to those who are accused of harassment/Bullying.

The HR Department monitors the incidence of formal harassment and bullying complaints and is responsible for annually reviewing and amending the policy in the light of experience and within the context of legal and best practice developments outside the College.

### Report and Support

The RVC is committed to promoting a safe, inclusive and respectful environment for every member of its community. There may be times whilst at the RVC where you (or someone else) need support or that you notice or experience something that you wish to report to the College. To help with this the ['Report and Support'](#) site allows students, staff, visitors and third parties to report a concern on behalf of themselves or someone else anonymously or speak to an advisor so that we can offer support.

## 5. Counselling



The College offers a free, impartial, confidential Counselling Service, provided by Care First. This service provides unlimited free-phone access 24 hours a day, every day of the year for personal and work related issues. The service is available via telephone. To use the Counselling Service call 0800 174 319 (Freephone) Quote "Royal Vet College" and ask for the counselling service. Care First also provides a free advice and information service, which can also be accessed on the same free phone number. For further information, visit the [Care First page](#) on the HR website.

## **6. Togetherall**

Togetherall is a digital mental health and wellbeing support service available to staff and students which is available online, 24/7 via computer, tablet or smartphone. It provides an anonymous community where members can support each, professionally trained guides to keep the community safe and a range of resources such as self-guided courses, self-assessments and creative tools to help express how you are feeling.

## **7. Occupational Health Service**

If a manager is concerned about the health of an employee, they should consider referring the person concerned to the Occupational Health Service. Alternatively, if an employee believes their health is being adversely affected by their work, they should discuss this with their line manager in the first instance and can then request a referral to Occupational Health. Further information on the Occupational Health Service can be provided by the Employee Relations Manager, Human Resources.

## **8. Recognised Trade Unions**

The College recognises and values the important role which trade unions play in eradicating harassment and bullying from the workplace. To this end, the College's employee recognised trade unions (UCU, UNISON, UNITE) have been fully consulted in the drawing up of this policy and procedure. Union Members are encouraged to approach their representatives regarding any concerns.

## **9. Mediators**

Mediators have been specially trained to facilitate informal outcomes where possible between those who have raised concerns and the person(s) that they have concerns about. Mediators will normally be sourced from outside the College to ensure impartiality, but on occasion, and with the agreement of all parties, may be drawn from Human Resources or trade unions. In such cases, HR or trade union mediators will operate in confidence and independently of their normal roles. Where an external mediator is appointed, HR is responsible for the negotiation and management of such provision.

## **10. External Sources**

There are a number of external sources of help and assistance. Advice can be obtained from the following and other similar organisations:

[British Association for Counselling and Psychotherapy](#)

[Citizens Advice Bureau](#)

[Equality & Human Rights Commission](#)

[Samaritans](#)

[Stonewall](#)



## GUIDANCE FOR EMPLOYEES WHO FEEL THEY ARE BEING HARASSED OR BULLIED

1. Bullying and harassment can make individuals feel anxious and humiliated. They may have feelings of anger and frustration at being unable to cope with the situation. Some people may try to retaliate in some way. Others may be frightened and become de-motivated. Stress, loss of self-confidence and self-esteem caused by harassment or bullying can lead to job insecurity, illness, withdrawal from work or study, and even resignation.
2. Employees who are experiencing, or who have experienced, harassment should not feel that they are to blame. Sometimes people are unsure whether or not the way they are being treated is acceptable. Concern over what constitutes bullying and harassment should not deter them from discussing their concerns with an appropriate person (for example: manager or supervisor; HR Advisor; Dignity at Work and Study Ambassador; union representative).
3. If you find yourself in this situation:
  - Take any action you decide upon as quickly as possible;
  - Seek advice from someone with whom you feel comfortable to discuss the problem confidentially;
  - Keep a diary of all incidents – records of dates, times, any witnesses, your feelings. Keep copies of anything that is relevant (e.g. letters, e-mails; notes of meetings). Keep records and let your Manager know of any medical help you seek;
  - If you can, an informal approach can often resolve the situation. Try and tell the person to stop whatever it is they are doing which is causing you distress, otherwise they may not be aware of the effect of their actions. If you find it difficult to confront the person alone or directly face-to-face, then consider either asking a colleague or Dignity at Work and Study Ambassador to accompany you or put it in writing to them making it clear what it is you object to in their behaviour. Keep a copy of this and any reply;
  - If you do not feel able to raise the issue personally, or, having tried this, the situation still does not improve, then you may wish – as part of the informal procedure – to consider a mediation process involving a neutral third party. This process requires both you, and the person against whom you are making the complaint, to agree to enter into the conciliation process with the genuine view of seeking a resolution to your difficulties;
  - If you decide to make a formal complaint, follow the Procedure set out in Section 7 of the Policy document. This will give you information about who to complain to and how your complaint will then be dealt with;
  - Remember, you have the right to be accompanied by a work colleague or trade union rep to any meetings dealing with your formal complaint (including investigatory meetings).
  - You will be informed of the outcome of the investigation into your complaint:
    - a. If the investigation into your complaint reveals that some form of unacceptable behaviour has taken place, then prompt action will be taken to bring this to a halt immediately, and prevent its re-occurrence. Depending upon the findings, disciplinary action against the bully/harasser may be taken in accordance with the College's disciplinary procedure. If this were to happen, then you would be required to give evidence, and would be given appropriate support;
    - b. If the investigation reveals that your complaint cannot be upheld, then no further action will be taken (other than if it is considered that your complaint was malicious or in bad faith).

- If you have grounds to complain that the investigation came to an unreasonable conclusion, you may appeal under the Colleges Grievance Procedure.

## GUIDANCE FOR THOSE ACCUSED OF HARASSMENT OR BULLYING

1. The College fully supports the right of all people to be treated with dignity and respect at work and study and is committed to promoting an environment where everyone can give of their best. Whilst every individual has a responsibility for conducting themselves with courtesy and respect, there will, from time to time, be situations where there is a level of disquiet or friction or where behaviours are unacceptable.
2. Within the context of an Academic environment, academic disagreement and even conflict are to be expected and are usually experienced as both productive and developmental. Most of the time, colleagues are able to overcome differences of opinion through tolerance, acceptance of diversity and debate. However, there are occasions when what may seem small differences are compounded, or more extreme activity occurs which moves beyond the boundaries of normally accepted behaviour.
3. The College welcomes and values the diversity of its community. Where disagreements or tensions arise as a result of differences in understanding about acceptable behaviours, everyone is expected to work together to resolve the issues fairly; to clarify and agree what behaviours are appropriate; to support individuals who may have been adversely affected, and, where appropriate, to modify the behaviour that has caused offence. All staff are required to adhere to the [RVC behaviours framework](#). The College believes that, if at all possible, an individual who has a complaint should voice their concerns or anxieties to the other person, as an awkward situation may be resolved through a timely word.
4. If **you** have been accused of harassment or bullying, you will be notified of this either:
  - a. **informally** by being approached directly by the person (perhaps with a companion or via writing), or via a College Mediator (see Section 6 of the Policy above); or
  - b. **formally** by being informed by your Manager of the nature of the complaint and of what will happen next under the College's Procedure (normally an investigation by an independent person).
5. **What to do?**
  - You should make sure that you read this Policy and guidelines which set out what can be expected at each stage of the procedure;
  - When advising you of a formal complaint, your Manager/Head of Department would have discussed contact issues regarding the complainant with you and strategies to address this in a way which causes minimum distress or disruption. If contact would normally be inevitable or unavoidable, then it may be appropriate to have a third party present where it is necessary to hold work related meetings;
  - If a short period of suspension is considered appropriate during the investigation, then this will be with pay and will be regarded as a neutral measure. The period will be kept as short as possible. You will be expected to make yourself available to meet with the investigator(s);
  - You should make your own notes relating to any incidents that have occurred involving the person making the allegation, and be prepared to respond to questions relating to the incidents;
  - You should consider contacting your trade union or professional association for advice, as appropriate. There are also alternative forms of support, including:
 

<https://www.acas.org.uk/discrimination-bullying-and-harassment>

<http://www.care-first.co.uk/index.php>

    - <https://www.nationalbullyinghelpline.co.uk/>
    - <https://wonkhe.com/blogs/tackling-sexual-violence-and-harassment-in-higher-education/>

- <https://www.equalityhumanrights.com/sites/default/files/tackling-racial-harassment-universities-challenged.pdf>
- You will be given every reasonable opportunity to state your response to the allegations;
- You have the right to be accompanied to meetings by a trade union representative or work colleague.
- You will be informed of the outcome of the investigation into the complaint against you:
  - a. If the investigation reveals that the complaint cannot be upheld, then no further action will be taken (unless it is considered that the complaint against you was malicious or in bad faith);
  - b. If the complaint is considered to be well-founded, a decision will be taken as to whether it warrants the convening of a disciplinary hearing. If this is the case, this will be conducted in accordance with the relevant College disciplinary procedure.

**APPENDIX D**

**FORM FOR REGISTERING A FORMAL COMPLAINT OF HARASSMENT AND BULLYING**

*To be completed in accordance with Section 7 of the College's Dignity at Work and Study Policy*

Name:	Job Title:
Department and Campus:	
Briefly describe your complaint (include: where the incident(s) happened; date(s); time; names of any witnesses; the effect or impact this has had on you. Attach copies of any relevant documents). <i>Continue on separate sheet if necessary.</i>	
Name(s) of Person(s) against whom you are bringing the complaint:	
Is this person: a College employee / a student / a third party (i.e client/supplier or visitor to the College)?	
Have you read the Dignity at Work and Study Policy? Yes/No	
Have you sought support from the Colleges Dignity at Work and Study Ambassadors Yes/No	
Have you tried to deal with the situation informally? Yes/No If yes, how did you do this and what was the outcome?  If no, why not?	
Have you considered College Mediation? Yes/No If yes, what was the outcome?	
What outcome are you seeking?	

Signature of Complainant.....Date.....

Please forward the completed form to your line manager or Head of Department as appropriate with a copy sent for the attention of the Director of Human Resources: [hr@rvc.ac.uk](mailto:hr@rvc.ac.uk)

Reviewed December 2020