**University Procedure**

If the harassment arises solely in the university environment or is by a member of university staff, please follow the university’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. You may seek advice from a College Officer or harassment adviser; the Director of Student Welfare and Support Services office and/or approach the Police directly.

Further guidance on dealing with cases of sexual assault or sexual violence is available on the University website:

http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance

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

**Member of your College Welfare Team, including:**

- Harassment adviser
- Welfare and wellbeing adviser
- Academic Director or Registrar
- Chaplain

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

**University Services**

- **Harassment Line:**
  http://www.ox.ac.uk/students/welfare/harassment
- **Counselling Service:**
  https://www.ox.ac.uk/students/welfare/counselling
- **Oxford SU Student Advice Service:**
  https://www.oxfordsu.org/wellbeing/student-advice/

For more information on Confidentiality in Student Health and Welfare:

www.pmb.ox.ac.uk/sites/default/files/library/Documents/General/confidentiality_statement.pdf

This flowchart is a guide; please ensure you read the Policy and Procedure in full:

www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure

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**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.

**If you do not feel able to do this, or this has not been successful...**

Contact the Home Bursar (complaint against a member of college non-academic staff) or the Academic Director (complaint against a member of college academic staff or against a student). They will give you advice and help you make a decision on your next step. If necessary they will refer you to an appropriate support service. They may arrange for mediation or conciliation.

**Submit a written complaint to the Dean**

They will normally seek your consent to refer you to the college's harassment adviser, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

**The Dean will inform the alleged harasser of the basis of the complaint.** Witness statements and evidence will be collected. The Dean may investigate the complaint or commission an independent investigator to do so.

**Investigation**

Both parties will be informed in writing of the conclusion of the investigation, the action the Dean decides should be taken and the reason for this action.

**Outcome**

Both parties will be informed in writing of the conclusion of the investigation, the action the Home Bursar or Academic Director decides should be taken and the reason for this action.

**Possible appeal:** To the Master, Standing Committee, or Governing Body, depending on the circumstances.

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**Formal complaint**

Submit a written complaint to the Home Bursar or Academic Director

They will normally seek your consent to refer you to the college’s harassment adviser, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

**The Home Bursar or Academic Director will inform the alleged harasser of the basis of the complaint.** Witness statements and evidence will be collected. The Home Bursar or Academic Director may investigate the complaint or commission an independent investigator to do so.

**Possible appeal:** To The Master (academic staff)