This Flowchart describes procedures for incidents of harassment that arise solely in the College environment to explain steps that should be taken to manage and respond to complaints of harassment that are made by a student.

Criminal misconduct: In cases which may amount to a criminal offence or which arise outside of the College context, the University of Oxford provides advice and guidance: [https://edu.admin.ox.ac.uk/university-policy-on-harassment](https://edu.admin.ox.ac.uk/university-policy-on-harassment)

If you feel you have been harassed, you can contact any of the following for advice at any time during this process.

- College Tutor or Advisor*
- College Dean *
- Head of Student Welfare*
- JCR/MCR Welfare Representative
- Student Peer Supporter
- Student Counselling Service
- Sexual Harassment and Violence Support Service
- OUSU Student Advice Service

If these actions do not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, you should contact the Student Welfare Team for advice and support if you wish to proceed to a formal complaint.

**Informal 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.

**Seek advice and support**
Contact your College Advisor or Student Welfare Team for advice and help you make a decision on your next step. If necessary, they will refer you to an appropriate support service.

**Formal complaint**
Submit a formal written complaint to the Dean, setting out the details of your complaint. The Dean will a) ensure you have been offered welfare support, and b) follow procedures to investigate and/or seek resolution to the complaint.

The Dean or their nominee will collect witness statements and evidence, and decide on any actions that should be taken.

**Investigation**
The HR Director or their nominated investigator will collect witness statements and evidence, and decide on any actions that should be taken.

Both parties will be informed of the conclusion of the investigation and any actions to be taken. The Welfare Team will be informed to ensure support is in place.

* These contacts may be obliged to investigate and share information on a need-to-know basis, and will other than in exceptional circumstances, follow the guiding principle of asking for your permission to liaise with others. You will be kept informed at every stage. Your conversation with other contacts will be confidential, unless they fear for your or others’ safety. Support services and welfare contacts are also available to the alleged harasser.
This Flowchart describes procedures for incidents of harassment that arise solely in the College environment to explain steps that should be taken to manage and respond to complaints of harassment that are made by a staff member.

**Criminal misconduct:** In cases which may amount to a criminal offence or which arise outside of the College context, the University of Oxford provides advice and guidance: [https://edu.admin.ox.ac.uk/university-policy-on-harassment](https://edu.admin.ox.ac.uk/university-policy-on-harassment)

If you feel you have been harassed, you can contact any of the following for advice at any time during this process.

- Your supervisor/line manager*
- Your HR contact*
- A College Officer*
- Local Harassment Advisor
- Trade Union representative
- Occupational Health

* These contacts may be obliged to investigate and share information on a need-to-know basis, and will other than in exceptional circumstances, follow the guiding principle of asking for your permission to liaise with others. You will be kept informed at every stage.

Your conversation with other contacts will be confidential, unless they fear for your or others’ safety. Support services and welfare contacts are also available to the alleged harasser.

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**Initial action**

Seek advice from a supervisor, member of the HR Team or other senior member of College staff.

Normally the issue will be referred to the College Dean to be dealt with through the Student Disciplinary Policy, or University Statute XI.

**Complaint against a student**

College Harassment Policy – Annex A

**Complaint against College staff**

College Harassment Policy – Annex B

**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.

**Informal resolution**

Approach your supervisor, line manager or HR Director for help in seeking an informal resolution to the complaint.

**Mediation or conciliation**

It may be recommended to undergo mediation with both parties to seek a resolution and this may be attempted at any time before or after a formal investigation. Agreed outcomes will be recorded in writing.

If these actions do not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, you should proceed to a formal complaint.

**Formal complaint**

Submit a formal written complaint to the HR Director, setting out the details of your complaint.

The HR Director or their nominated investigator will collect witness statements and evidence, and decide on any actions that should be taken.

**Outcome**

Both parties will be informed of the conclusion of the investigation and any actions to be taken.

**Appeal**

If either party is unhappy with the outcome they can invoke the relevant grievance or complaint procedure.

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*This flowchart is a guide. Please see the College Harassment Policy and Procedures for full details.*