



**University Procedure:**

If the complaint is against a member of another college / faculty, please follow the university procedures: <https://edu.admin.ox.ac.uk/university-policy-on-harassment>

**Criminal Misconduct**

If a criminal offence has been committed, the Harassment Procedure may not be appropriate. These cases will include, but are not limited to, hate crime, serious assault or threat of serious assault. You can approach the police directly. Support for staff who have experienced sexual violence or assault can be found here: <https://edu.web.ox.ac.uk/support>

**IF YOU FEEL YOU HAVE BEEN HARASSED OR BULLIED, YOU CAN SPEAK TO ANY OF THE FOLLOWING PEOPLE FOR ADVICE AND SUPPORT:**

- College Harassment Advisors  
[female.harassmentofficer@lmh.ox.ac.uk](mailto:female.harassmentofficer@lmh.ox.ac.uk)
- [male.harassmentofficer@lmh.ox.ac.uk](mailto:male.harassmentofficer@lmh.ox.ac.uk)
- Your Manager
- HR Manager
- Head of Department
- Treasurer (support staff)
- Principal, Vice Principal or Senior Tutor (Academic Staff)

If you prefer to speak to someone outside of college, you can contact:

- Harassment Line  
[harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)
- Trade Union Representative
- Occupational Health

**Complaint against a student**

**Complaint against a member of staff**

**INITIAL ACTION**

In the first instance, a member of staff should seek support and guidance from the Principal (Academic Staff) or Treasurer (Support Staff), who will consult the Heads of Wellbeing and/or DSWSS as required.

**INITIAL ACTION**

If it is safe to do so and you feel able to approach the person in question, write to or tell them that you are unhappy with their behaviour. You can talk through what you might write / say with one of the above contacts.

At no time should you feel obliged to approach an alleged harasser and it may often be appropriate to proceed directly to stages 2 and 3 of the procedure.

If a member of College staff wishes to make a complaint of harassment against a student, this will normally be considered as a disciplinary issue

**INFORMAL RESOLUTION**

If you wish to seek informal resolution, you should approach your Manager, the HR Manager, Head of Department, Treasurer (Support Staff) or Principal, Vice Principal or Senior Tutor (Academic Staff) to ask for help in achieving a resolution to the problem.

In some situations, it may be appropriate to ask the parties to consider entering into a mediation or conciliation process.

If these actions do not resolve the situation or would not be appropriate, you should proceed with a formal complaint.

**FORMAL COMPLAINT**

Submit a written complaint to the Principal (for complaints against Academic Staff) or the Treasurer (for complaints against Support Staff).

Please refer to the Harassment Policy and Procedure documents for further information about how formal complaints are investigated, possible outcomes and the appeal process: <https://www.lmh.ox.ac.uk/harassment>