



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, serious assault or threat of serious assault. You can approach the police directly and are encouraged to also seek advice and support from the Wellbeing Team.

Further guidance on support for sexual assault or sexual violence is available at: <https://edu.admin.ox.ac.uk/internal-and-external-sources-of-advice#collapse1233191>

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

male.harassmentofficer@lmh.ox.ac.uk

Heads of Wellbeing wellbeing@lmh.ox.ac.uk

College Nurse pml.ladymargarethallnurse@nhs.net

Junior Welfare Deans junior.dean@lmh.ox.ac.uk

Peer Supporters peersupport@lmh.ox.ac.uk

If you prefer to speak to someone outside of College you can contact:
Harassment Line harassment.line@admin.ox.ac.uk
OUSU Student Advice Service
advice@oxfordsu.ox.ac.uk

Complaint against a student

Complaint against a member of staff

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.

CONTACT THE HEAD OF WELLBEING OR COLLEGE HARASSMENT ADVISORS

If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the behaviour, the Head of Wellbeing and Harassment Advisors are available for support and advice. They can

- Provide information about the options for ways to proceed.
- Refer you to appropriate support services.

The Head of Wellbeing can:

- Arrange mediation or conciliation, if both parties agree.

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 Dean

FORMAL COMPLAINT

Submit a written complaint to the Head of Wellbeing, who will communicate with 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>