What to do if you experience bullying, harassment or sexual misconduct

Informal procedure (for staff and students)

- Go to report-support.ucl.ac.uk
  - Speak to an advisor about support and resolutions
    - Options for support
      - Mediation: A supportive process that gives you the opportunity to discuss issues and concerns with the person involved
      - Senior colleague intervention: to explain to person why behaviour is unacceptable
      - Speak to a Dignity Advisor
      - Visit bit.ly/ucl-da
    - Issue resolved
      - Follow formal procedure
    - Issue not resolved
  - Report the incident anonymously. Data will inform prevention and intervention

Formal procedure (for staff)

- Submit a written complaint to your HR Partner or HoD
  - HR establish a grievance panel and schedule a hearing
  - HoD advises you of outcome
    - Accept outcome
    - Don’t accept outcome
      - Submit appeal in 5 working days
      - Panel of senior managers consider appeal. Decision is final but staff may refer the grievance to the Provost

Formal procedure (for students)

- Go to report-support.ucl.ac.uk
  - Discuss the formal procedure with Student Support and Wellbeing or the Student Mediator

Options for support

- Mediation: A supportive process that gives you the opportunity to discuss issues and concerns with the person involved
- Senior colleague intervention: to explain to person why behaviour is unacceptable
- Speak to a Dignity Advisor
- Visit bit.ly/ucl-da