Dignity and Respect

A guide to stopping harassment

The University aims to provide a working and learning environment which enables staff and students to fulfil their personal potential; where harassment and bullying are unacceptable and where staff and students treat each other with dignity and respect.

In this leaflet, find out:

• What is harassment?
• What can you do about it?
• Where can you get help?
What is harassment?

Harassment is “behaviour that is unwanted by the recipient and unwarranted by the working or study/social relationship”.

For example: suggestive sexual remarks; racist insults or jokes; verbal abuse or foul language; bullying on social networking sites; unfair allocation of work; belittling; exclusion; threatening to ‘out’ someone; practical jokes which offend; derogatory name-calling; sexual innuendo; unwelcome attention; offensive graffiti, physical assault.

Harassment is unlawful under the Equality Act 2010.

The University has a **Code of Practice on Harassment**. You can read the Code on our website: [www.york.ac.uk/admin/eo](http://www.york.ac.uk/admin/eo)

You can also find out more about our anti-harassment work:

- a list of Harassment Advisers – trained volunteers who can provide support and advice
- what to do if you think you are being bullied or harassed
- the Harassment Monitoring Form
- University equality policies
- legislation and guidance.
What can you do?

1. **Take action yourself**: try talking/writing to the person you feel is harassing you and ask them to STOP the behaviour.

   *and/or*

2. **Get support**: staff can to talk to a Harassment Adviser or Trade union representative for support and options for resolution, such as mediation. You can also contact the Counselling and Employee Assistance Service. Students can talk to a Harassment Adviser, YUSU Advice and Support Centre or Graduate Students Association. The College Welfare Team, Academic Supervisor, or The Open Door Team may also be able to help.

   For contact details, see **www.york.ac.uk/admin/eo**

   *and/or*

3. **Raise it with an appropriate person**: staff should seek a meeting with their manager. Depending upon the nature of the complaint, the manager may undertake to resolve the issue or advise the individual on appropriate steps.

   Students should seek a meeting with a member of staff who is closest to the area of student life where the harassment is taking place. This member of staff should undertake to ensure that the complaint is dealt with appropriately, thereby taking on the role of Complaint Co-ordinator.

   *Every effort will be made to resolve complaints of harassment through the above informal procedures. If there has been no accepted resolution, contact us (details overleaf) for advice including, where appropriate, on formal procedures for tackling the complaint.*
**Incidents occurring off campus**

If an incident – for example verbal abuse, physical assault, harassment or threats occur off campus **we want you to report it.** There is a range of people who can provide you with support – see [www.york.ac.uk/admin/eo](http://www.york.ac.uk/admin/eo) for details.

They can also provide support if you decide to report the incident to the police. The local police line is 101 in non-emergencies and 999 in an emergency.

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University Security Services  
24 hour cover Tel: 01904 324444  
In an emergency ring **01904 323333.**

See [www.york.ac.uk/admin/security](http://www.york.ac.uk/admin/security) for more information about the services they provide.

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**Let us know about harassment**

If you think you have experienced harassment or bullying – **we want to know.** You can complete a form available on [www.york.ac.uk/admin/eo](http://www.york.ac.uk/admin/eo) and return it anonymously.

It is important that we know about all incidents of harassment and bullying. It helps us to identify any patterns so that the University can take action to help prevent further incidents.

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**How to contact us:**  
**Equality and Diversity Office**  
Tel: 01904 324680 or Email: equality@york.ac.uk

Students can also contact YUSU for information about the National Union of Students’ Zero Tolerance Campaign on sexual harassment. [www.yusu.org](http://www.yusu.org)