Promoting Dignity and Respect

Guidance on dealing with harassment

This leaflet tells you about:

• The University’s expectations
• What you can do about harassment
• Where you can get support and advice
Dignity and Respect

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 all members of the University community treat each other with dignity and respect.

What is harassment?

Harassment is “behaviour that is unwanted by the recipient and unwarranted by the working or study/social relationship”. It is unlawful under the Equality Act 2010.

Examples of harassment could include 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 or sexual assault.

Need further information?

Further information can be found in the University’s Code of Practice on Harassment available online at: www.york.ac.uk/admin/eo where you can also find out more about the University’s anti-harassment work, and see the list of Harassment Advisers – trained volunteers who can provide support and advice.

What support is available at the University

<table>
<thead>
<tr>
<th>Staff:</th>
<th>Students:</th>
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<td><strong>Talk to someone:</strong></td>
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<td>• a Harassment Adviser</td>
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<td>• a Trade union representative</td>
<td>• a member of your College Welfare Team</td>
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<td>You may also find the Counselling &amp; Employee Assistance Service 'Confidential Care' helpful.</td>
<td>• Student Support Hub</td>
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<td>• YUSU Advice and Support Centre</td>
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<td>• Graduate Students’ Association</td>
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What can you do? Options

- Talk to someone in the table above for support and to explore options for resolution
- If appropriate, you could take action yourself by talking or writing to the person you feel is harassing you and ask them to STOP the unacceptable behaviour
- Seek a meeting with your manager/appropriate member of staff who is closest to the area of working/studying life where the harassment is taking place.

There is an expectation that every effort will be made to resolve complaints of harassment through informal procedures.

Have you experienced sexual assault?

There are many sources of support and help available to you both within the University and externally.
See www.york.ac.uk/admin/eo/Harassment/SexualAssault.htm

YUSU Call It In campaign
www.yusu.org/advice-and-support/call-it-in
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/eq for details.

Contacting the police
Non-emergencies 101
In an emergency 999.

University Security Services
24 hour cover 01904 324444
In an emergency 01904 323333.
www.york.ac.uk/admin/security

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/eq 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.

For further advice and guidance please contact us:
Equality and Diversity Office
Tel: 01904 324680
Email: equality@york.ac.uk