

# Dignity and Respect Policy

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# Dignity and Respect Policy

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## Summary

### What is this Policy about?

This Policy document sets out the University's commitment to delivering a working and learning environment of dignity and respect, free from harassment and bullying, ensuring we adhere to the Equality Act 2010. The Policy sets out the responsibilities of everyone in ensuring all feel valued and respected and are able to work and study in a discrimination-free environment that promotes equality of opportunity and where difference is valued and respected by all.

### Who is this Policy for?

This Policy is for all students, staff and other individuals who work or visit within the University Campus. It will also be of interest to the wider public in relation to how the University meets its obligations in relation to the Equality Act 2010.

### How does the University check this Policy is followed?

Information contained in the Policy forms part of Equality and Diversity training which is undertaken by all staff. The University encourages staff and students to raise questions relating to dignity and respect, bullying or harassment and to report any issues or concerns using the options highlighted in this Policy. Issues in this area are reported to the University Executive Board (UEB), Equality and Diversity Committee and Human Resources (HR) Committee. From the knowledge shown by staff and the questions asked, the University believes the Policy is being followed.

### Who can you contact if you have any queries about this Policy?

All enquirers may contact the Equality and Diversity Manager on 023 9284 5774 or email [dave.small@port.ac.uk](mailto:dave.small@port.ac.uk).

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## 1. Policy Statement

The University is an international community, both multicultural and diverse, and it values and celebrates all differences and expects that difference will be respected and embraced.

- 1.1 The **University of Portsmouth Strategy 2015–2020** states '*we respect and celebrate diversity and equal opportunity through an inclusive culture*'. The **Equality and Diversity Policy Statement** highlights we will '*value all members of our community, be they staff, students, contractors and visitors, as well as the wider community. We will achieve this by providing a fair, supportive and discriminatory-free environment that promotes equality of opportunity and values diversity. We believe this can be done through creating mutual understanding and a learning environment based on respect and celebrating differences between individuals, as well as utilising their talent and experiences*'.
- 1.2 Dignity and respect is undermined by harassment and bullying. Both of these are regarded seriously and may be treated as grounds for disciplinary action. The University takes a zero tolerance approach towards harassment or bullying. It is also expects that dignity and respect towards others is demonstrated by all who work or study at the University.

## 2. Legal background

This Policy incorporates the requirements set out in the following legislation:

- 2.1 The Equality Act 2010 provides protection for individuals from discrimination, and makes it unlawful to harass or discriminate someone on the grounds of nine protected characteristics, namely; age, race, religion and belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, disability, gender and gender reassignment.
- 2.2 Provisions under the Equality Act 2010 also protect individuals from harassment who are applying for employment or courses at the University not just to those already employed or studying at the University.

- 2.3 Individuals are also protected from harassment not only in relation to themselves as an individual, but also on the grounds that they are associated with someone else with a protected characteristic or that someone perceives wrongly that another person does or does not have a protected characteristic.
- 2.4 Other key legislation impacting on this Policy includes:
- The Protection from Harassment Act 1997 – pursue a course of conduct which amounts to harassment. Included specific offence of stalking.
  - Health and Safety Act 1974 – the provision of a safe working environment.
  - Malicious Communications Act 1998 – sending communications which conveys indecent or grossly offensive, threatening or information that is known to be false.
  - Telecommunications Act 1984 – improper use of public telecommunications system, such as sending messages that are grossly offensive, indecent, menacing or knowing false.

### 3. Responsibilities

- 3.1 **All** University staff, students and contractors have a personal responsibility for their own behaviour and for reporting any incidents where dignity and respect is not demonstrated, incidents of bullying and harassment, or any form of discrimination that they are aware of. Staff are responsible for ensuring they are fully aware of the requirements and implications of this Policy.
- 3.2 The Vice-Chancellor is responsible for ensuring this Policy is implemented and monitored. Ultimately, the Board of Governors is accountable for ensuring that the University complies with all legislative requirements.
- 3.3 **All managers**, as part of their managerial responsibilities, have a particular responsibility. Where issues around dignity and respect or bullying and harassment are brought to the attention of a manager, they **must** take the issues seriously and take appropriate action. Managers have a legal obligation to eliminate harassment of which they are, or should be, aware. Managers are themselves expected to demonstrate, and act as a role model for high standards of behaviour which support a culture of dignity and respect. Managers also have a duty of care to their staff and should formally refer to Occupational Health, via the **Occupational Health Referral Process**, any member of staff if their health may be affected by the situation.
- 3.4 Staff and students who are working on placements outside of the University as part of their work or programme of study should read this Policy together with the relevant policy of the organisation in which they are placed/working.
- 3.5 All members of the University community are expected:
- to treat everyone with dignity and respect;
  - not to discriminate against others or incite others to behave in discriminatory ways;
  - not to harass, bully, abuse or intimidate others;
  - not to victimise or attempt to victimise anyone who has made a complaint(s) of bullying or harassment or provided information on bullying or harassment;
  - to take appropriate action when they are informed that, or are aware of, an act or acts of bullying or harassment have occurred.

### 4. Confidentiality

- 4.1 The University has an obligation to protect complainants and other members of the University community, and information will only be disclosed to relevant parties (i.e. those involved with the investigation or in dealing with the outcomes). All investigations will otherwise be confidential. This is to protect the confidentiality of the person making the complaint, as well as the reputation of the person being complained about.
- 4.2 Any individual who is concerned that a colleague or fellow student is subject to unwelcome behaviour may wish to discuss this in confidence with a member of Human Resources (HR) or a member of the Student Support team.
- 4.3 If it is felt that the safety of an individual(s) is at risk of serious harm, confidentiality in these circumstances may be overridden by a duty of care and legal obligations to disclose.
- 4.4 Unjustified failure to maintain appropriate confidentiality will itself be regarded as a disciplinary issue.

## 5. What is harassment?

- 5.1 Harassment can be defined as unwanted conduct which has the purpose or effect of violating the dignity of an individual, or creates an intimidating, hostile or offensive environment.
- 5.2 The Protection from Harassment Act 1997 defines harassment as repeated behaviour that causes 'alarm or distress'. Its main purpose is to protect people from what is popularly known as 'stalking' by making it a criminal offence. In such cases, the University may report the matter to the police immediately.
- 5.3 Harassment can take many forms – occurring in face-to-face settings, by telephone, written or electronic communications, including social media. The list below is by no means exhaustive but sets out to provide examples of behaviour that can amount to harassment:
- Unwelcome physical contact – ranging from invading someone's 'personal space' where this is unnecessary, touching or brushing against another person's body to physical assault, or being coerced or forced into sexual intercourse.
  - Unwanted verbal conduct – including making remarks and comments about staff or students' appearance, lewd comments, sexual advances, innuendo and inappropriate banter, offensive or stereotypical comments, jokes or songs, making threats or patronising comments, for example repeatedly drawing attention to a person's disability.
  - Intrusive questioning – this may include gossip, as well as questions, about a person's sexual orientation, their sex life, or religious beliefs. This could be directly with the person or in discussions with others.
  - Unwelcome written or visual communications – including inappropriate emails, texts notes or pictures, displaying or sending pornographic material.
  - Unwelcome communications on social media – use of social media sites such as Twitter, Facebook etc. to ridicule, harass or bully.
  - Unwelcome non-verbal conduct – such as making abusive or offensive gestures.
  - Deliberate exclusion – such as excluding an individual from work-related activities, including social activities related to work, or conversations in which they have a right or legitimate expectation to participate.
  - Oppressive or intimidatory behaviour – relating to someone's protected characteristic, such as outing someone as gay without their permission.
  - Stalking – such as if a student persisted in sending emails to another student or member of staff that asserted a close, personal relationship that did not exist and that the recipient found distressing.

## 6. What is bullying?

- 6.1 Bullying is not defined in UK law. However, it shares many characteristics with harassment. It can be defined as the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behaviour is often repeated and habitual. Bullying can be carried out by an individual or group of people and often involves an abuse of power or authority.

Examples of being bullied include:

- Being shouted at.
  - Being humiliated in front of colleagues or other people.
  - Being criticised in an inappropriate manner or belittled about one's work, personality or personal appearance.
  - Being persistently ignored or isolated/excluded.
  - Being pressurised by a group into behaviour/actions against one's wishes.
  - Inappropriate use of BCC or CC on emails.
  - Use of social media to bully, harass or intimidate.
- 6.2 It is important to make a distinction between bullying and firm management – where a manager, employee or other employee, such as a tutor, is carrying out their job properly and fairly and adhering to their contract of employment. This includes managing underperformance or taking unpopular decisions. However managers should always consider their tone and ensure they treat staff and students with dignity and respect. Courses are available through **Learning and Development** to support managers in developing their management skills.

## 7. What is victimisation?

- 7.1 Individuals with a grievance may sometimes complain that they are being victimised in some way. However, victimisation within the scope of this Policy has a very specific meaning. It involves treating someone less favourably than other people because they have:
- Made a claim of harassment or bullying.
  - Suggested or complained that, in some way, they may have been discriminated against.
  - Helped someone else to make a claim of discrimination, perhaps by providing evidence or some other form of support to that person.
- 7.2 Victimisation is entirely unacceptable behaviour which can have a profound effect upon the working environment and lead to a reluctance to report discrimination, harassment and bullying.

## 8. Malicious complaints

- 8.1 Any complaint is treated seriously by the University. It should therefore be noted that anyone found to be making a mischievous or malicious complaint will have appropriate action taken against them, which will include disciplinary action.
- 8.2 The mere fact that a complaint is found not to be justified does not mean it has been made in bad faith. Therefore, it would not be viewed or dealt with as a malicious complaint.

## 9. Use of mediation

- 9.1 Mediation is a voluntary and confidential process, in which trained mediators help people in dispute, work out an agreement. It offers a prompt and effective approach to dispute resolution and fostering the development of improved working relationships.
- 9.2 Mediation can happen at any time during a dispute between colleagues. Mediation creates a safe haven for parties to engage in constructive dialogues and can be an effective process to assist with the resolution of problems. It requires both parties involved to be willing to engage in the process.
- 9.3 Requests for mediation between staff should be discussed through Human Resources, who have access to external mediation services. A mediation service for students is offered through the 'Sort it out' student mediation service, details can be found at <https://www.upsu.net/advice/sort-it-out>

## 10. Violence and physical attack

- 10.1 Violence at work is defined as any incident in which a member of staff or student is abused, threatened, subjected to overly aggressive behaviour or language or is assaulted in circumstances arising out of the course of their employment or study. This is regardless of whether or not any damaging or hurtful effects result, either physical or emotional. Such incidents are very rare at the University and will be treated very seriously.
- 10.2 If you have been physically attacked, you are advised to seek help immediately. You may decide to report the attack to the police. If you have been sexually assaulted or raped you are advised to seek advice and medical help immediately.
- 10.3 The prevention and management of potential violence at work forms part of the University's **Health and Safety Policy**, which applies to all staff and students. This includes risk assessments which must be carried out and control measures identified and put into action by Departments where a potential risk of violence arising exists.
- 10.4 For your own protection and that of others, it is important that any incident should be reported to a member of the University Security Team. All incidents involving violence must be reported using the University incident reporting procedure at [www.port.ac.uk/departments/services/humanresources/healthandsafety/atoz/accidentreporting/](http://www.port.ac.uk/departments/services/humanresources/healthandsafety/atoz/accidentreporting/). The Health and Safety Office investigate and record all incidents and report to the Safety Committee and Governors.

## 11. Personal relationships between staff and students

- 11.1 The University values good professional relationships between staff and students both within and outside the University. Any such relationships should be supportive, enabling good communication, for example, between tutor and student, so that enquiry and learning may be facilitated. Trust and confidence are important elements of this relationship. Staff should be aware that entering into a sexual/romantic liaison with a student could jeopardise this distinctive relationship and could compromise, or could be perceived to compromise, the relationship of trust and confidence.
- 11.2 If you are a member of staff and have both a professional and personal relationship with a student, it your responsibility to inform your line manager in confidence so that appropriate safeguards for both parties can be set in place. For example, an academic member of staff should not be involved in the assessment work of a student with whom they have, or have had, a relationship. This is primarily to protect impartiality but also serves to protect the member of staff from possible accusations of favouritism and to protect the student from any danger that their work will be assessed more severely to emphasise the intention not to show favour.
- 11.3 If you are a student who is, or has had, a relationship with a member of academic staff you have the right and are encouraged to ask that work be assessed by someone else.
- 11.4 It is also important that if you are a member of staff who is in a staff relationship with, or related to other staff, and have direct or indirect line management or supervision relationship, you should disclose this relationship. All staff must conduct themselves in a way that ensures individuals are not treated either less or more favourably because of that relationship.
- 11.5 Further advice is provided in the University [Declaration of Interests Policy](#).

## 12. Dealing with harassment and bullying

- 12.1 If you think you are being bullied or harassed, do not feel that it is your fault or that this should be tolerated. It is important that you take action, and this can be done in a number of ways, both formally and informally.
- 12.2 Attempts should be made to resolve any complaints rapidly and informally, wherever possible, as this can lead to the behaviour stopping and resolution to all concerned.
- 12.3 In many circumstances the person who makes the complaint will be the recipient of the behaviour complained of, but that may not always be the case. The person raising the issue can also be someone who has direct or sufficient knowledge of the behaviour to enable a complaint to be raised. For example, if they have overheard racist or sexist language which, while not directed at them, caused them offence and distress.
- 12.4 If, as a member of staff, you feel that your health is being affected by bullying or harassment you are encouraged to arrange an [Occupational Health Management Referral](#). This should be done by your line manager or if this is not possible (i.e. if it is the manager perceived to be causing the health issue), by the appropriate HR representative. Other sources of support if you feel, or think, your mental well-being is being affected include the [University Employee Assistance programme](#). There may occasions when an employee's health is impacted as a result of harassment or bullying issue but the individual does not wish to complain. However, under the University's duty of care to its staff (or where it is considered in the interest of all parties), HR may, in spite of the employee's desire not to pursue the complaint themselves, decide to take forward an investigation.
- 12.5 If you are a student who feels your health is being affected by bullying or harassment you are encouraged to access the support services offered through the [Student Wellbeing Services](#), [Student Advice Service](#), or your own GP.
- 12.6 If you are being bullied or harassed it is a good idea to keep a note, including dates and times and a description of the behaviour and its impact on you. This can include changes to your work, study or home/social life as a result of the behaviour. The details of any witnesses to the incident(s) should be included. Copies of relevant paper or electronic documents should also be kept.

### 12.7 Informal approach for staff and students (Please see appropriate flowchart at Appendix C)

Depending on the individual circumstances staff and students are encouraged to try and resolve issues through an informal approach. Most people do not go out of their way to deliberately bully or harass and when they are made aware of the impact their behaviour, will address such behaviour. **The informal approach is about making the individual aware, in a non-confrontational or threatening way, that their behaviour has upset you, or is unacceptable to you, giving the individual the opportunity to acknowledge the effect their behaviour has had on you, and address it.** Taking early action when the issues occur can often stop matters escalating. All individuals have a responsibility to take action at an early stage to address and resolve matters promptly.



- 12.7.1 If you are concerned about a person's behaviour towards you, try to approach them directly giving as full details of your complaint as soon as possible to make it easier for them to understand why you are upset, offended or angry. If you need support to do this you can ask a Harassment Adviser, the Union Advice Officer (if a student) or trade union representative (if a staff member).
- 12.7.2 You can meet with the person on your own or take someone to support you. Alternately you can write to or email them, explaining what they did or omitted to do that upset you and asking them not to do it again. In doing this clearly explain what it was that specifically upset you, what the consequences and impact on you are, and what you would like to happen moving forward.
- 12.7.3 You can ask your line manager, or more senior manager if it is your line manager whose behaviour is being questioned. If you are a student, you can ask a member of University staff to intervene on your behalf. If you stress that you wish to resolve the situation informally, they will make every effort to do so. If they feel they need to take more formal action, they will not do so without discussing it with you.
- 12.7.4 However, if the behaviour persists, or if it is considered so serious that you feel it not appropriate to use an informal approach, then you can use the formal procedure to try and resolve the situation.

## 12.8 Formal approach for staff (Please see appropriate flowchart at Appendix C)

If you wish to make a formal complaint, you should approach a suitable manager to make your complaint, whether it is about the unacceptable behaviour of a colleague, manager or student. If it is your line manager you are making a formal complaint about, then raise this with your manager's manager or contact a member of staff in Human Resources.

- 12.8.1 Any formal complaint by staff about another member of staff will be investigated using the University's **Investigation Guidelines**. This may lead to the use of the University's **Disciplinary Procedure**.
- 12.8.2 Any formal complaint by a member of staff about student behaviour should be conducted using **Code of Student Behaviour** (section 3 – Disciplinary procedures relating to misconduct) in the first instance to the relevant Head of Department for that student.
- 12.8.3 Where it is felt important, as a result of staff or student perceptions of the objectivity of the Investigating Officer, an appropriate person from another department or an external consultant may be assigned or requested by you. Agreement from the Director of Human Resources is needed in such cases.
- 12.8.4 If you are an employee complaining about another member of staff and you feel your allegation has not been adequately addressed through the formal route you can raise the issue using the University's **Grievance Procedure**. Any grievance you raise following the outcome of the formal investigation will commence at step 3 of the Grievance Procedure as a first formal investigation will have already been completed. However, you cannot use the Grievance Procedure if a disciplinary investigation as a result of a complaint by you is already underway. If the disciplinary investigation were against a student, and the staff member was not satisfied with the outcome, there is no further internal recourse available. If you need further advice contact a member of the Human Resources team.
- 12.8.5 If, after following all the internal procedures, you remain dissatisfied, you may wish to seek your own independent legal advice. However, you should note, that there are time limits within which complaints should normally be lodged.
- 12.8.6 If a complaint is upheld it could lead to the dismissal of a member of staff on the grounds of gross misconduct, or exclusion of a student on the grounds of misconduct in the case of a student. Where dismissal or exclusion are considered inappropriate, the implications for continued work and study relationships will be given serious consideration by the Director of Human Resources (staff) or the Academic Registrar (students) and appropriate action taken. In such circumstances, the complainant will not be moved unless it is at their request. If it is felt advisable to separate the two parties, consideration will be given to appropriate action that provides a safe inclusive working and learning environment for all concerned.

## 12.9 Formal approach for students (Please see appropriate flowchart at Appendix C)

If you wish to make a formal complaint about a fellow student you should approach your Head of Department/School. If the formal complaint is regarding the behaviour of a member of staff the issue should be raised via the Student Complaints Officer.

- 12.9.1 Any formal complaint by a student about the behaviour of a member of staff should be made following the **Student Complaint Procedure**, by writing to the Student Complaints Officer (section 3 of the Student Complaint Procedure).

- 12.9.2 Any formal complaint by a student about the behaviour of a fellow student should be made using the **Code of Student Behaviour** (section 3 – Disciplinary procedures relating to misconduct), by writing to the relevant Authorised Person .
- 12.9.3 If you are dissatisfied with the outcome of a formal investigation into your complaint carried out under the Student Complaint Procedure, you can request a review of the matter to be carried out by the Director of Corporate Governance (section 5 of the procedure) . If you remain dissatisfied following this part of the procedure, you have the right to submit a complaint to the Office of the Independent Adjudicator for Higher Education (OIAHE) (section 6 of the procedure) .
- 12.9.4 If a complaint is upheld, it could lead to the dismissal of a member of staff on the grounds of gross misconduct, or in the case of a student exclusion of a student on the grounds of misconduct . Where dismissal or exclusion are not considered appropriate, the implications for continued work and study relationships will be given serious consideration by the Head of Department and appropriate action taken . In such circumstances, the complainant will not be moved unless it is at their request. If it is felt advisable to separate the two parties, consideration will be given to appropriate action that provides a safe inclusive working and learning environment for all concerned.

## 13. What to do if you are accused of harassment or bullying

- 13.1 Although all accusations are taken seriously, if you are accused of harassment or bullying, it does not necessarily signify a judgement that you are at fault and there will need to be discussion with you in order to establish the true nature of the situation . It is possible that a problem has arisen because you have not realised, or did not intend to cause, the effect your actions have had. The perception of the person alleging the behaviour is, however, an important factor in determining whether or not bullying or harassment has taken place .
- 13.2 Throughout any informal or formal procedure, the primary objective is that of identifying the underlying issues and addressing any issues as quickly as possible and with minimal recrimination .
- 13.3 If the formal procedure is initiated, the University will ensure that all procedures are fair and correctly followed .
- 13.4 An employee accused of harassment or bullying may contact their line manager, Human Resources or their union for advice and support . Students should contact the Students' Union Advice Centre and/or the current VP Welfare and Community Sabbatical Officer for help .

## 14. Training

- 14.1 Staff training that promotes dignity and respect is included as part of the University 'core' training requirements . This includes Equality and Diversity and Anti-Bullying and Harassment elearning and a staff induction conference briefing . In addition managers, as part of their 'core' training, are required to attend associated classroom based sessions within the Learning and Development programme .
- 14.2 Training for students is delivered to Sabbatical Officers, Student Officers, Society Committee Members, Student Ambassadors, Student Marketing Assistants and Course Representatives . In addition, there is a limited opportunity for appropriate students to have access to the University's equality elearning packages . This can be arranged through the Equality and Diversity Adviser (Student Experience) . For the wider student body there is an **Equality and Diversity Moodle resource**, accessible to all students .
- 14.3 Full details of training/requirements can be found at [www.port.ac.uk/departments/services/equalityanddiversity/equalityanddiversitytraining/](http://www.port.ac.uk/departments/services/equalityanddiversity/equalityanddiversitytraining/) .

## 15. Dissemination of this Policy

- 15.1 This policy will be communicated during staff induction and as part of staff 'core' training (see paragraph 16) . The Equality and Diversity team will also look at appropriate opportunities to remind staff of the Policy throughout the year during events, for example Anti-bullying Week .
- 15.2 The Policy will be published online and available via the University Document Warehouse as well as via the University Equality and Diversity intranet and Moodle pages which is accessible to staff, students and the public .

## 16. Equality analysis/review and monitoring of this Policy

- 16.1 The University's Equality Analysis Impact procedure was used in the development of this Policy and is available on request.
- 16.2 This Policy will be reviewed on a regular basis by the Equality and Diversity Committee and Human Resource Committee for the following purposes:
- To ensure that the Policy is being used appropriately
  - To ensure that concerns are being handled and investigated appropriately
  - To identify any patterns of concern across the University
  - To ensure the Policy is effective in identifying and deterring malpractice
  - To identify whether anything further needs to be done to raise awareness of the Policy
- 16.3 Evidence that will be used to assess the success of this Policy will include:
- Number and type of formal staff complaint (HR)
  - Number and type of formal student complaint (Student Complaints Officer/Student advice)
  - Number of student disciplinaries based on bullying and harassment that were forwarded to QIAHE
  - Number and type of contacts made with Harassment Adviser Network
  - Results of staff/student surveys
  - Information/feedback (anonymous) from recognised trade unions and Occupational Health
  - Information/feedback (anonymous) from UPSU, Sabbatical and Student Officers

# Appendix A

## Definitions and examples

### Racial harassment

This is unwanted behaviour based on race, ethnic or national origin, nationality (including citizenship) or colour. It includes written or verbal threats or insults, comments about racial origins, ridicule based on cultural grounds, derogatory name-calling, racist jokes, damage to property, the display of offensive graffiti or insignia and incitement of others to commit any of the above.

### Religious harassment

This is unwanted behaviour based on religious beliefs or practices, including non-belief. This may take many forms including ridiculing items worn for religious reasons, denigrating cultural customs and dismissive treatment of requests for holidays for religious or cultural festivals, or derisory comments against an individual's beliefs or non-belief. It includes the incitement or persistent pressure through forms of evangelism and religious propaganda that suggests the answer no is unacceptable to the person trying to spread their ideas on religion or recruiting their particular group. Regardless of an individual's cultural/religious beliefs about different lifestyle choices (e.g. pertaining to gender, sexual orientation, dress), such beliefs must not manifest themselves in breach of the University's equal opportunities policies or legislation. Religious harassment also covers non-religious beliefs such as atheism or Humanism.

### Sexual harassment

This is unwanted behaviour of a sexual nature. It includes attention that denigrates or ridicules or is intimidating. This may be physical, ranging from unwanted touching, groping or the invasion of personal space to sexual assault, rape or indecent exposure. Sexual harassment can be verbal and may include unwanted personal comments or sexual slurs, belittling, suggestive, lewd or abusive remarks, explicit 'jokes' or innuendo, and compromising invitations, including demands for sexual favours.

Examples of non-verbal sexual harassment include: suggestive looks, leering, explicit gestures, sending sexually explicit emails or the display of pornographic material on University equipment or premises. (The IT implications are discussed further in the University's separate [Computer Use Regulations, Policies and Guidelines](#).) Most commonly, the reported incidents refer to the sexual harassment of women by men, although there are reports of women sexually harassing men and of same-sex sexual harassment.

### Disability harassment

This is unwanted behaviour based on disability, impairment or additional need. Such behaviour may include comments that are patronising or objectionable to the recipient or which creates an intimidating, hostile or offensive environment for disabled people. Disability harassment includes inappropriate reference to disability, unwelcome discussion of the impact of disability, refusal to work with and exclusion of disabled people from social events or meetings.

### Sexual orientation harassment

This is unwanted behaviour based on known or presumed sexual orientation whether gay, lesbian, bi-sexual or heterosexual. Such behaviour includes name-calling, stereotyping, assault, verbal abuse, actual or threatened unwanted disclosure of sexual orientation, derogatory comments, excluding same-sex partners from social events or intrusive questioning about a person's domestic circumstances.

### Harassment on the grounds of gender identity

This is unwanted behaviour directed at women or men who are known or assumed to have undergone gender reassignment treatment or are living in a different gender than their birth gender or are for some reason viewed as trans men or women. This could include breaching the confidentiality of someone who has undergone gender reassignment treatment, inappropriate exclusion of a trans man or woman from toilet facilities for their acquired gender, derogatory comments or intrusive questioning.

### Age harassment

This is unwanted behaviour based on known or presumed age. Such behaviour may include comments that are patronising or objectionable such as name-calling, stereotyping, derogatory comments, inappropriate reference to age, refusal to carry out management instructions because of a manager's age and exclusion of an individual(s) from social events or meetings because of their age.

### Electronic and telephone harassment

The University accepts that for example, email, internet, intranet, mobile telephones, text messages, telephones, social media, or other forms of electronic communication are used in everyday situations. However, it also recognises that bullying and harassment can also take place through these means of communication. For example, if recipients receive emails that contain any offensive language or material, they should inform Information Services immediately via the Helpdesk, as this is against the University's [Email Policy](#).

## Appendix B

### Sources of information and further advice

There are a number of sources of advice and support for staff and students who either feel they are being bullied or harassed, or have had a complaint about them.

You should be aware that, if any of these sources of support is at any time given details of a potential criminal act, such as physical assault, they will advise you of their limited remit and refer you accordingly to others such as the police.

#### Staff and students

Harassment Advisor Network

[www.port.ac.uk/departments/services/equalityanddiversity/harassmentadvisernetwork/](http://www.port.ac.uk/departments/services/equalityanddiversity/harassmentadvisernetwork/)

Chaplaincy

[www.port.ac.uk/students/chaplaincy/](http://www.port.ac.uk/students/chaplaincy/)

Equality and Diversity Team

[www.port.ac.uk/departments/services/equalityanddiversity/contactus/](http://www.port.ac.uk/departments/services/equalityanddiversity/contactus/)

Equality and Human Rights Commission

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

Health and Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)

ACAS

[www.acas.org.uk](http://www.acas.org.uk)

Equality Challenge Unit (ECU)

[www.ecu.ac.uk](http://www.ecu.ac.uk)

Portsmouth Abuse and Rape Counselling Service (PARCS)

[www.parcs.org.uk](http://www.parcs.org.uk)

#### Students only

Student complaints

[www.port.ac.uk/departments/services/corporategovernance/complaints/currentstudentattheuniversity/](http://www.port.ac.uk/departments/services/corporategovernance/complaints/currentstudentattheuniversity/)

Counselling

[www.port.ac.uk/students/student-wellbeing-service/counselling/](http://www.port.ac.uk/students/student-wellbeing-service/counselling/)

Student Support Managers (halls)

[www.port.ac.uk/students/halls-of-residence/student-support-service/](http://www.port.ac.uk/students/halls-of-residence/student-support-service/)

Student Advice Service (UPSU)

<https://www.upsu.net/advice/>

Student Sabbatical Officers (UPSU)

<https://www.upsu.net/representation/sabbatical-officers>

#### Staff only

Human Resources

[www.port.ac.uk/departments/services/humanresources/](http://www.port.ac.uk/departments/services/humanresources/)

Occupational Health Service

[www.port.ac.uk/occupationalhealthservice/](http://www.port.ac.uk/occupationalhealthservice/)

Unison

[www.port.ac.uk/staffessentials/generalinformation/unison/](http://www.port.ac.uk/staffessentials/generalinformation/unison/)

UCU

<http://www.port.ac.uk/staffessentials/generalinformation/ucu/>

University of Portsmouth Staff Forums

[www.port.ac.uk/departments/services/equalityanddiversity/staffforums/](http://www.port.ac.uk/departments/services/equalityanddiversity/staffforums/)

Employee Assistance Programme

[www.port.ac.uk/staffessentials/generalinformation/Wellbeing/employeeassistanceprogramme/](http://www.port.ac.uk/staffessentials/generalinformation/Wellbeing/employeeassistanceprogramme/)

Learning and Development Toolkit

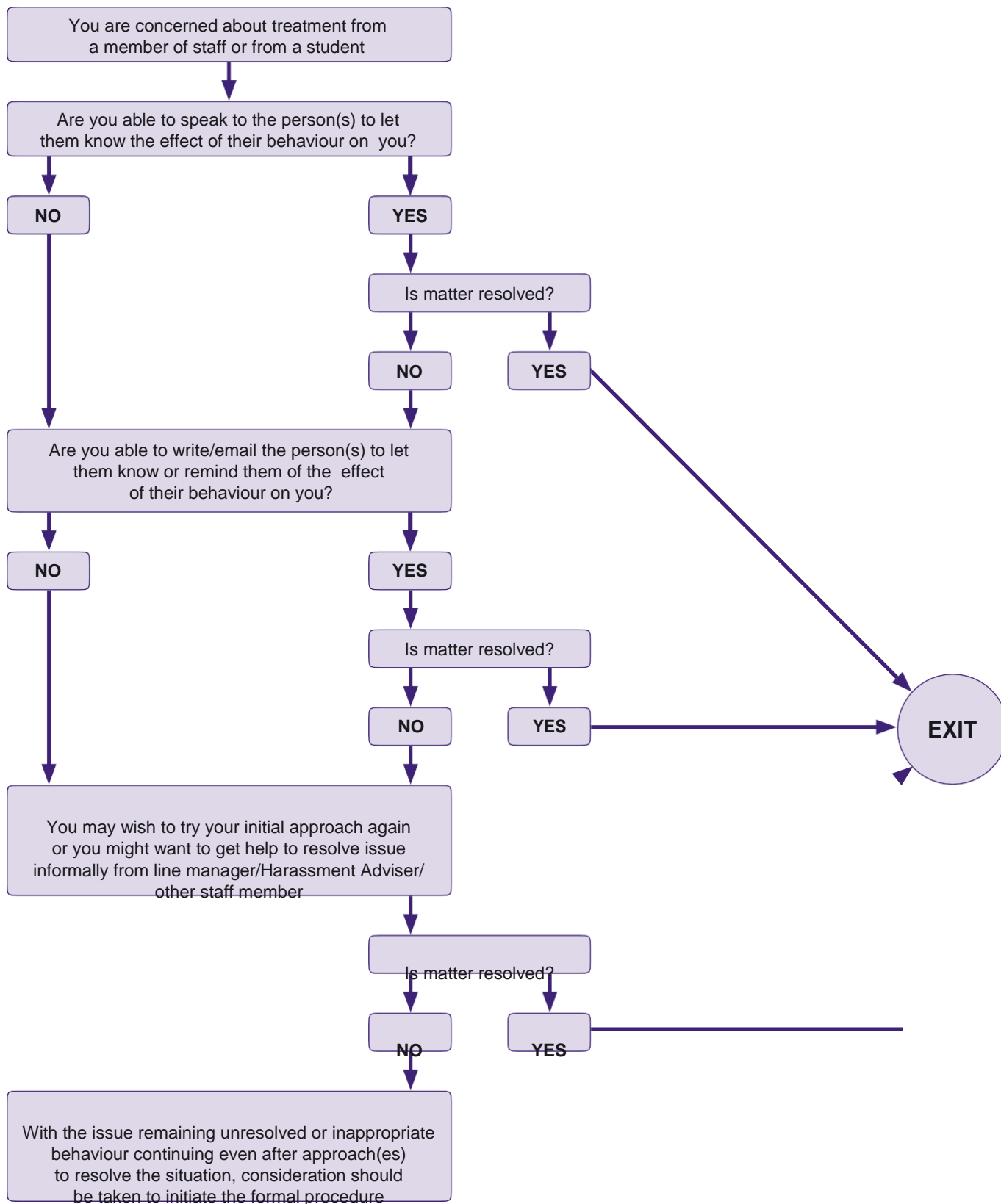
<http://www.port.ac.uk/departments/services/humanresources/learninganddevelopment/learninganddevelopmenttoolkit/>

## Appendix C

### Simplified flow diagrams for raising informal/formal complaint

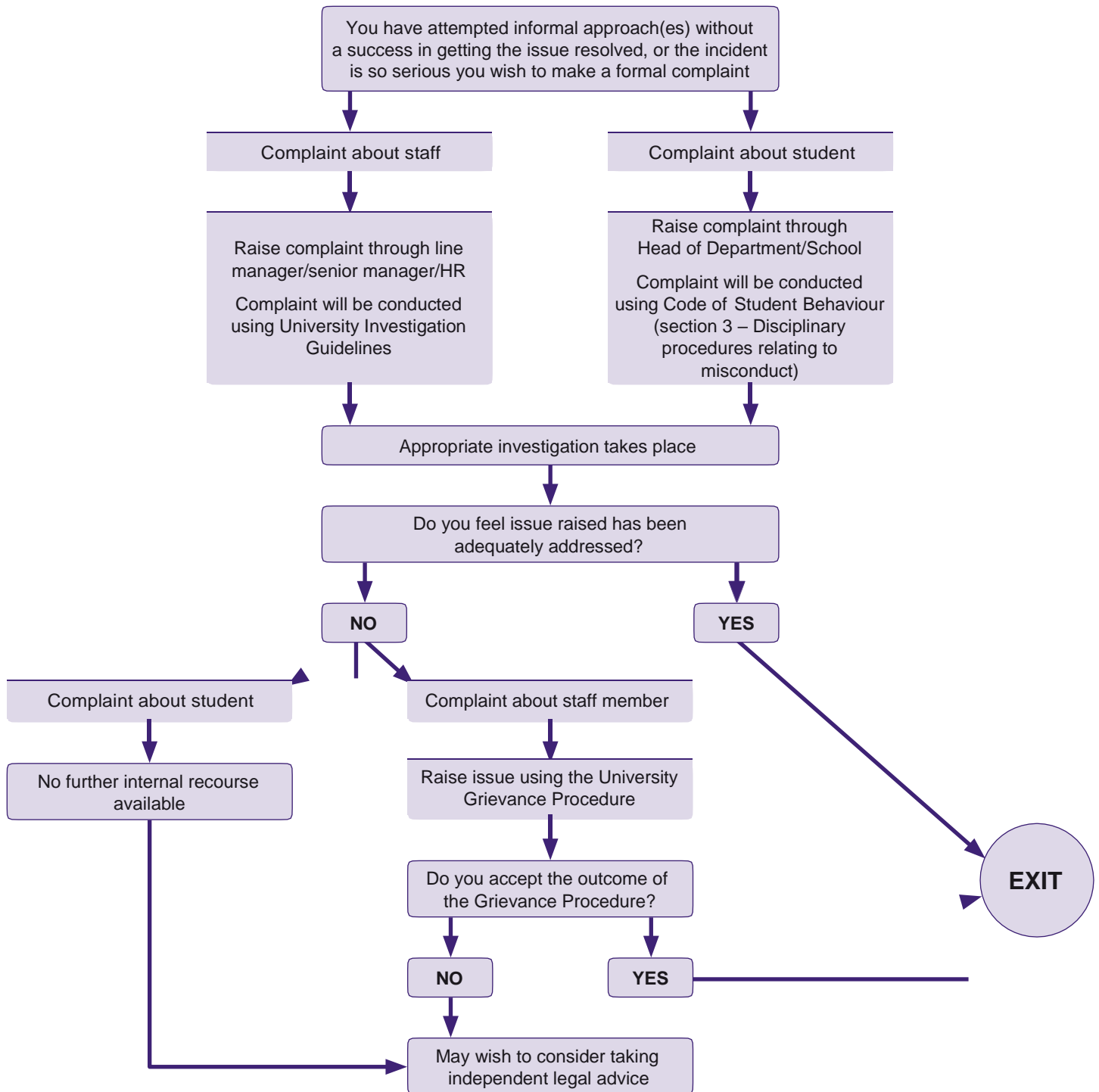
#### Informal approach – staff and students

Flow diagram showing the process to follow to raising informal complaint . See section 12 .7 of this Policy for full details .



## Formal approach – staff

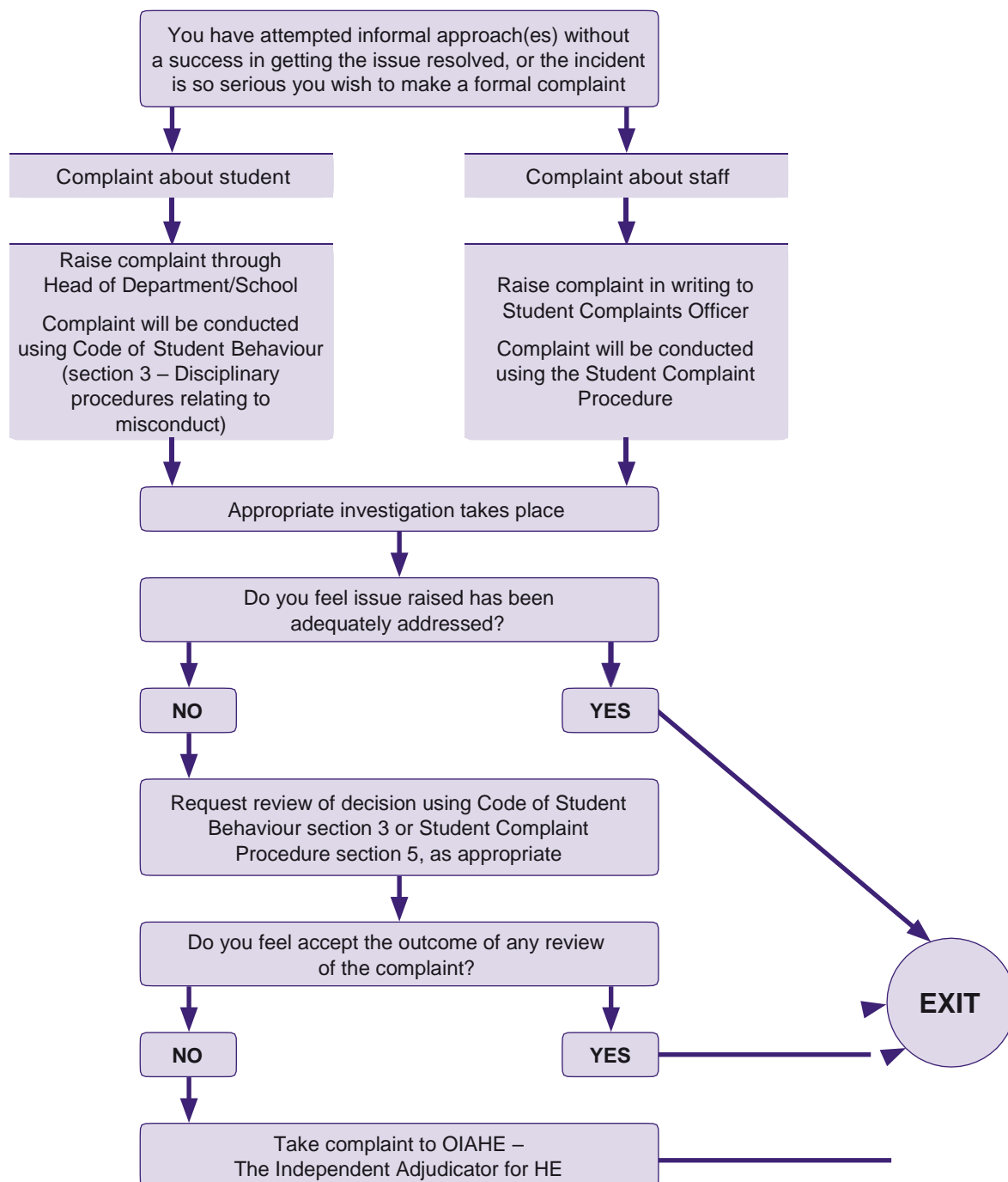
Flow diagram showing the process to follow to raising formal complaint . See section 12 .8 of this Policy for full details .





## Formal approach – students

Flow diagram showing the process to follow to raising formal complaint . See section 12 .9 of this Policy for full details .



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