



Non-Academic Staff Harassment Procedure

1. Introduction

The University and Balliol College are committed to maintaining a working, Learning and social environment in which the rights and dignity of all members of the university community including visitors are respected.

Harassment is a serious offence which is subject to the College's disciplinary procedures. Where necessary, complaints of harassment, including sexual or racial harassment, bullying or other inappropriate behaviour will be investigated in line with the appropriate procedures.

2. Procedure

Informal Stages

2.1 Wherever possible, the aim is to resolve complaints of harassment promptly and effectively through informal means, so that good working relationships and normal social interactions can be resumed as quickly as possible.

2.2 Any non-academic staff member can make a complaint about another non-academic staff member. ALL such complaints should be addressed to the Domestic Bursar in the first instance. Staff can discuss confidentially with either the Domestic Bursar or a College Harassment Officer whether there is a complaint to be addressed and options for addressing it.

Formal Stages

2.3 Formal complaints will need to be put in writing to the Domestic Bursar, or if concerning the Domestic Bursar, to the Master. This person will then act as the Senior College Officer handling the complaint.

2.4 For complaints against non-academic staff, the procedure will follow the stages detailed in paragraphs 5, 6 and 7 paragraphs of the Student Complaints Procedure, a link to which can be found in the [College Handbook](#); with the substitution of 'staff member' instead of 'student' and 'Domestic Bursar' instead of 'Dean'.

2.5 Complaints by staff about student members should be addressed to the Dean, who will deal with them under the Non-Academic Disciplinary Procedure, a link to which can be found in the [College Handbook](#).

2.6 Complaints by staff about academic staff who are neither students nor non-academic staff (or who combine Balliol student status with academic teaching or supervision positions in the College) should be addressed to the Master or a Vice-

Master.

2.7 Complaints by staff about University members who are not covered by the Balliol Harassment Policy can be addressed by using the University's own Harassment Policy. The Domestic Bursar and College Harassment Officers can advise and support staff members on how to do this.

3. Contacts and Links

You can either talk to the Domestic Bursar (phone 2 77772), or the Harassment Officers appointed by the College (see Balliol [welfare page](#)), or ring the University's confidential harassment number (2 70760) or email harassment.line@admin.ox.ac.uk and ask for referral to someone outside the College.

Harassment Officers are there to listen and advise. Any further action will be your choice.

Further advice on dealing with harassment may be found at www.admin.ox.ac.uk/eop/. A printed copy may be sought from the Diversity and Equal Opportunity Office by telephoning (2 70238).

4. Definitions and Guidance

Definition of Harassment

- A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of:
 - violating that other's dignity, or
 - creating an intimidating, hostile, degrading, humiliating or offensive environment for that other
- Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.
- Harassment on the ground of sex (including gender re-assignment), race, religion or belief, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence, e.g. under the provision of Protection from Harassment Act 1997.

Examples of bullying and/or harassing behaviour

- Offensive comments or body language
- Verbal or physical threats
- Insulting, abusive, embarrassing or patronising behaviour or comments
- Humiliating, intimidating, and/or demeaning criticism

- Open hostility
- Deliberately undermining a competent person by overloading with work and constant criticism
- Isolation from normal work or study place, conversations, or social events
- Publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials
- Unwanted physical contact, ranging from an invasion of space to a serious assault

Please note:

Reasonable and proper management instructions issued properly, or reasonable and proper review of a member of staff's or a student's work and/or performance will not constitute harassment or bullying.

Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

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