

UNIVERSITY OF LONDON

GUIDANCE FOR STUDENTS ON RESPONDING TO HARASSMENT

1. OUR COMMITMENT

1.1 The University of London is committed to a safe and secure studying environment in which everyone can effectively contribute to the best of their abilities regardless of their personal characteristics. The University promotes mutual respect, tolerance and understanding across our diverse student body. The intention of this Guidance is to:

- Confirm the University's commitment to a safe and secure studying environment
- Set out the measures the University will seek to prevent harassment
- Clarify the support available and the process for raising a complaint

2. SCOPE

2.1 All students of the central University of London.

2.2 All students living in University of London Halls or Residences or with a complaint about the University of London Housing Services.

2.3 Students who study at member institutions of the University of London federation should seek advice and assistance directly from their institution (unless 2.2 applies).

3. LEGISLATION

3.1 The Equality Act (2010) defines Higher Education Institutions as public authorities and sets out their obligations under Section 149 and the Public Sector Equality Duty (PSED). In summary, the University is obliged by the Act to eliminate discrimination, advance equality of opportunity and foster good relations in respect of nine defined 'Protected Characteristics'. This Policy is one of the ways in which the University seeks to discharge its duties under the Equality Act (2010).

4. DEFINITIONS

4.1 Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, or offensive environment. They may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, victimise, denigrate or injure the recipient. Examples of harassment may include:

- Embarrassing, abusive or insulting words or behaviour (this can be on the basis of age, race, sex, gender reassignment, disability, pregnancy or maternity, sexual orientation, marital status and religion or belief)
- Uninvited physical contact
- Aggressive physical or verbal behaviour
- Persistently demeaning or ridiculing behaviour
- Abuse of power or position
- Cyber bullying (bullying or harassment using electronic means)

5.4 Training for staff

The University's approach to raising awareness of and responding to incidents of harassment is referenced in the Diversity and Inclusion training delivered on a mandatory basis as part of induction for all staff. In addition, key staff such as Academic Advisors and Dignity & Respect Contacts receive training on the best way to support students and staff in this situation. This will include training for staff on conducting investigations in a sensitive manner.

5.5 Raising awareness

The University highlights the issue of harassment in our mandatory training materials for staff and encourages colleagues to consider how they can embed it in school activities. Internal publicity will help to ensure that all existing staff are aware of the University's approach as set out in this Guidance and the Dignity and Respect Policy.

5.6 Promoting an inclusive culture

The University is committed to promoting a representative workforce and a culture of dignity and respect. This will help to address the notions of entitlement that can lead to abusive behaviour. Such measures include addressing the under-representation of women and Black and Minority Ethnic staff at senior levels by a variety of measures as set out in the Diversity and Inclusion Strategy (2016) and associated action plan.

6. REPORTING AN INCIDENT

6.1 Students who are in the position of reporting an incident of harassment should be assured that they will be taken seriously and will receive a sympathetic response. Additionally, submitting a complaint of harassment will not negatively impact on a student's studies. Details of a complaint will be treated in accordance with the University's approach to [Data Protection](#).

- Harassment complaints regarding University of London Private Housing and Advice Team should be directed to the [Private Housing and Advice Team Complaints Procedure](#)
- Harassment complaints, regarding the Senate House Library [should be made under the formal 'stage 2' of the](#)

APPENDIX:
SUPPORT