**Harassment Procedure flowchart for University Staff**

**Complaint against a student**

**Initial action**
Seek advice from your *Head of Department or Line Manager.*

**Statute XI**
Staff complaints of Harassment against a student will normally be dealt with through Statute XI.

**Complaint against a member of University Staff**

**Initial action**
If it is safe to do so and you feel able, write to or tell the person that you are unhappy with their behaviour. You can talk through what you might write / say with one of the above contacts.

**Informal resolution**
Approach your *supervisor, Departmental Administrator or Head of Department and ask for help in seeking an informal resolution.*

**Mediation or conciliation**
An experienced mediator or conciliator will work with both parties to seek a resolution and this may be attempted at any time before or after a formal investigation. Agreed outcomes will be recorded in writing.

**Appeal**
If either party is unhappy with the outcome they can invoke the relevant grievance or complaint procedure.

**Outcome**
Both parties will be informed in writing of the conclusion of the investigation, the action the Head of Department decides to take and the reason for this action.

**Investigation**
The HOD or their nominee will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected.

This flowchart is a guide; please ensure you read the Policy and Procedure in full: [edu.web.ox.ac.uk/university-policy-on-harassment](http://edu.web.ox.ac.uk/university-policy-on-harassment)