

APPENDIX 2

11. *Guidelines on Bullying and Harassment*

The College endorses the University Guidelines on Bullying and Harassment, and offers the following procedures for dealing with complaints within the College.

Definition of harassment

- (a) Harassment is defined as verbal, physical or other acts which cause offence due to an individual's gender, orientation, ethnic origins or religion. Under the University's guidelines, such acts constitute harassment whether or not offence is intended. Conduct will amount to harassment if it is offensive or intimidating to the recipient, and would be regarded as sexual or racial harassment by reasonable people. The College would like its members to note that sensitivity to other's feelings rather than a precise list of actions is part of minimising harassment.

Many physical actions or contacts can be offensive, and indeed there are clearly procedures for dealing with serious assaults and rape (see below). However, there is a growing need for some procedures to cope with less obvious manifestations of sexual or racial harassment.

Procedures in cases of harassment

- (b) Unwanted attention of a racial or sexual nature is harassment. You should try to make it clear to the individuals concerned that you find their behaviour unacceptable. If, however, you are unable to put a stop to the behaviour yourself, you should consult another member of the College and seek assistance.

Whom to see:

- (c) In the first instance individuals with a complaint can discuss the matter with any one, or more, of those listed below.
The Senior Tutor, your personal Tutor, your Director of Studies, the Dean, the CR President, CR Welfare Officer or CR Women's Officer. All consultations will be treated as confidentially as possible. Any or all of those above are available to a person who feels that he or she has been harassed.
The status of the person causing the harassment (i.e. whether a junior or senior member) is irrelevant to the procedures for handling the complaint. Any problem will be dealt with in confidence, but it should be noted that other individuals may have to become involved. If College staff are involved in cases of harassment, again one or more of the above individuals, or the Bursar can be contacted.

Mediation and Reconciliation

- (d) The College hopes that most cases of racial and sexual harassment can be dealt with at the level of providing information about the consequences of offensive behaviour with the aim of establishing communication between the individuals involved. The individual causing the offence will be contacted by one of the people listed above and discussions will ensue initially on a one-to-one basis.

Either a formal apology can result, or discussions between the parties concerned with the intention of achieving a reconciliation. If, however, the person who caused the offence feels that they have a genuine grievance and has been unjustly accused, that person may have recourse to other members of college who can speak in their defence, should they wish. These individuals can be the tutor of the student concerned, another senior member or, in the case of college staff, the Bursar or her delegated representative. The person acting on behalf of the individual bringing the complaint can meet the chosen representative of the accused individual and again, discussions as to the actions and their consequences will take place.

Complaints against individuals outside the College

- (e) The same individuals are available to act on behalf of the person with a complaint, and will contact the relevant member of another college or within the University.

Complaints against supervisors, university assistant staff, or senior members of the University may involve the Welfare Officers and the Equal Opportunities Officer of the University. If a member of St Edmund's is accused of harassment by someone outside the College, they will also have access to those people listed above to act on their behalf. It is important to recognise that discussions involving all parties concerned are the only methods for curbing the problem of racial and sexual harassment; it is hoped that College members will become aware of the need to monitor their behaviour to guard against potentially offensive actions, and will act responsibly within a social context.

Procedures in the case of physical assaults or rape

- (f) If an individual has been assaulted or raped, or if rape is attempted, it is possible to go directly to the police. This may be particularly important if the assailant is to be apprehended and restrained from making further assaults. College staff or the Dean can assist in calling the police and making statements. If, however, the individual does not wish to involve the police, then the Dean or any of the above individuals can be contacted for help and support at the time of the assault. The Cambridge Rape Crisis Line will also provide information and comfort (358314; Wed. 6 p.m.-midnight, Sat. 11 am-5 p.m.), but their hours of operation are limited. Advice is also given in the "Little Blue Book" published by CUSU. Any of the individuals listed above are available to discuss subsequent physical or emotional problems arising in the aftermath of an assault or rape, and they can help arrange for professional counselling.