

## HUMAN RESOURCES DEPARTMENT

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### JOINT STATEMENT ON THE PROTECTION OF DIGNITY AT WORK AND STUDY

**Falmouth University (Falmouth)**  
**University of Exeter in Cornwall (UEC)**  
**Falmouth Exeter Plus (FXP)**

#### **1. Purpose**

Falmouth University, The University of Exeter in Cornwall and Falmouth Exeter Plus are committed to policies of equality of opportunity. We aim to provide a working and learning environment free from unfair discrimination, enabling staff and students to fulfil their personal potential. All individuals should be treated with dignity and respect whether at work or study; staff and students have an important role to play in creating an environment where harassment is unacceptable.

The purpose of this statement is to assist in developing and encouraging a working and learning environment and culture in which harassment is known to be unacceptable and where individuals have the confidence to deal with harassment without fear of ridicule or reprisals. The equal opportunities policies aim to ensure that if harassment or bullying does occur, adequate procedures are readily available to deal with the problem and prevent it reoccurring. Harassment can have a detrimental effect upon the health, confidence, morale, learning and performance of those affected by it.

#### **2. UEC Staff**

For UEC staff, the full policy documents can be found on [www.ex.ac.uk/EAD/personnel/personnel/ppdws.htm](http://www.ex.ac.uk/EAD/personnel/personnel/ppdws.htm)

Harassment Network Advisors: A list of Advisors can be found on [www.exeter.ac.uk/EAD/personnel/advisors.htm](http://www.exeter.ac.uk/EAD/personnel/advisors.htm). If you are unable to access this information you can obtain an up-to-date list from UoE Personnel or the Guild.

#### **3. Falmouth Staff**

For Falmouth staff, the full policy document can be found on the Falmouth Intranet site under Human Resources, Policies and Procedures within the Harassment Policy or in the Employee Handbook, under C.2.

The University Dignity Advisory Network: refer to the Falmouth Intranet site under Institutional Information for a list of Advisors.

#### **4. FXP Staff**

For FXP staff, the full policy document is available from Line Managers or from the Falmouth Human Resources office.

## **5. Advice for Members of Staff & Students**

Steps to take if you are harassed/bullied - what to do and who to contact:

If you are being subjected to any degree of sexual, racial or other form of personal harassment, including bullying, do not feel that you have to tolerate it.

There are various ways in which you can deal with harassment from simply asking for it to stop, through to making a formal complaint. If you feel you are the victim of harassment you should keep a written record for all relevant incidents, including dates and times and if appropriate the names of any witnesses to the incident or incidents.

### **5.1 Step One - informal action**

*Tell the person their behaviour is offensive and ask them to stop*

If at all possible, tell the person that their behaviour is causing you offence and that you want the unacceptable behaviour to stop. Frequently the harasser is unaware that their actions are inappropriate or objectionable or there may have been a misunderstanding or misinterpretation. You can use phrases like 'I find your behaviour/remark offensive and I want you to stop'. Even where the behaviour was intentional, a swift and clear indication that the behaviour is unacceptable may well be enough.

*Get some support from a friend or work colleague*

If you feel unable to confront the person directly, or talking to them has had no effect, or if you want to talk it through with someone else then talk to a friend or work colleague. It may enable you to gain the confidence to approach the situation independently. Alternatively you can seek a confidential meeting with a Harassment Advisor (UEC) or member of the Dignity Advisory Network (Falmouth or FXP).

*Speak to one of the Harassment Advisors within the Support Networks.*

All members of the Networks, appointed by the University or Falmouth University, have volunteered to undertake this role. They will be prepared to discuss any matter with you, however sensitive. They will listen to you carefully and inform you about your choices of action. They will then help you decide what you wish to do or have done about the harassment.

Your discussion will be treated in confidence. In some circumstances your Advisor may need to consult others in order to decide the best way to help you. This is likely to be necessary if, in their judgement, there is an unacceptable risk to you, another person or the institution itself, but, in all cases, they will discuss this with you beforehand and confidentiality will be maintained.

### **5.2 Step Two - formal action**

*Make a formal complaint in writing*

If informal action proves ineffective and you wish to make a formal complaint you must do so in writing. Your advisor will provide you with guidance on who to write to and will assist you with the letter.

Falmouth staff or students should address a written complaint to their Line Manager, Course Leader, Director of Subject, Registrar or Deputy Vice-Chancellor.

UEC staff or students should refer to the UoE Student Complaints Procedure and address a written complaint to the Director of Personnel or Head of School, respectively.

FXP staff should address a written complaint to their Line Manager, the Chief Executive Officer or to the Falmouth Director of Human Resources.

You will receive an initial response to your formal complaint within five working days.

A preliminary investigation will be made which will be appropriate to the nature of your complaint and appropriate for staff or students. A work colleague, another student, trade union representative or a harassment advisor may accompany you at any meetings. Although the investigation may require you to recount details of specific incidents, you will not be asked to do so unnecessarily or repeatedly.

The outcomes from such an investigation may include:

Further discussion with the parties concerned; Instigation of the Staff Grievance Procedure/Student Complaints Procedure; Instigation of the Staff or Student Disciplinary Procedure

Whatever decision is taken, you will be informed of it and of the reasons for it.

No one should fear they will be victimised for reporting incidents of bullying or harassment.