

## **Harassment and Sexual Misconduct Policy and Procedure**

<b>Reference</b>	UoL (TBC)
<b>Department</b>	Governance, Policy, and Compliance
<b>Team</b>	N/a
<b>Type</b>	University/Policy
<b>Authority</b>	VCEG / Board of Trustees
<b>Version</b>	Version 1.0 2025
<b>Date of approval</b>	01/08/2025
<b>Formal Review cycle</b>	Three years or sooner if required
<b>Review date</b>	01/08/2028

# CONTENTS

WHAT SHOULD I DO IN AN EMERGENCY .....	3
Policy Statement .....	3
A. What is the University's Policy on Harassment and Sexual Misconduct?.....	4
B. What is the Purpose of the Policy? .....	5
C. Definitions .....	6
D. Who does this Policy apply to, and are there any limits to the applicability of the policy?.....	8
E. What are my responsibilities? .....	10
F. What should I do in an emergency? .....	12
G. Can I seek to resolve an incident informally?.....	13
H. How do I make a formal complaint? .....	15
J. How will my information be handled? .....	19

## WHAT SHOULD I DO IN AN EMERGENCY

In the case of a serious incident involving rape, physical assault or sexual assault, we advise you to:

- contact the emergency services in the first instance if you are in immediate danger or require urgent help, using the telephone number 999 (in the UK) or 112 (in the UK or Europe), or the number for your country/locality.
- contact Security on extension 8998 if you are on University premises and in immediate danger and after you have called the emergency services,
- contact the University's [Duty Director](#) to report a serious incident if this incident occurs on University premises,
- contact the Hall reception and ask for the Resident Advisor or Hall Manager on duty if the incident occurs in a University of London Intercollegiate Hall of Residence.
- if you have been the victim of a serious incident outside of the UK, you can access free confidential support via helplines or crisis lines in your locality [Global Support Helplines](#)
- if you have been the victim of rape or sexual assault in England, you can find details for a local rape and sexual assault referral centre (SARC) at [Sexual health services - NHS](#). In London, you can also contact the Havens directly on 020 3299 6900 at any time. SARCs can provide advice irrespective of when an incident took place, but for advice on forensic examination you should make contact within seven days.

### Policy Statement

The University of London is committed to fostering an inclusive, respectful, and safe academic and professional environment for staff, students and those using our premises or facilities. We believe that dignity and equality are foundational to the pursuit of education, research, and public engagement. Harassment and sexual misconduct are wholly unacceptable and have no place within our institution.

This policy outlines the University's approach to the prevention, reporting, and management of incidents of harassment and sexual misconduct. It sets out our obligations under the Equality Act 2010, the Protection from Harassment Act 1997, and other relevant legislation, and affirms our responsibility to take meaningful action to prevent and address all forms of harassment and sexual misconduct, whether committed by staff, students, or third parties. It applies irrespective of the time, location, or mode of interaction by which the incident occurs.

All students and staff share responsibility for maintaining a culture of respect and accountability. This includes acting in accordance with this policy, challenging inappropriate behaviour, reporting concerns where appropriate, and engaging with training activities.

The University is committed to the fair, confidential, and timely handling of all reported incidents, and to supporting all parties through the process. We uphold the principles of natural justice, and no person will face retaliation for reporting genuine concerns in good faith.

Through clear procedures, training, and institutional accountability, we aim to ensure that everyone at the University of London can study, work, and thrive in a safe and respectful environment.

# Harassment and Sexual Misconduct Policy and Procedure

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## A. What is the University's Policy on Harassment and Sexual Misconduct?

1. The University of London is committed to creating diverse, inclusive and positive academic and professional cultures that embody the principles of dignity and respect. The University considers such cultures as fundamental to the advancement of knowledge, and for work, research, study and public engagement.
2. Through this policy, and associated policies including the *Equality and Inclusion (Dignity and Respect) Policy*, the University will take practical and impactful steps in support of our purpose and mission and our legal duty to have due regard to a range of matters including the need to eliminate unlawful discrimination, harassment, victimisation, sexual misconduct and any other unlawful conduct.
3. The University is further committed to providing academic and professional environments in which all staff and students feel safe and are respected and recognises that the prevention and elimination of harassment and sexual misconduct is an important aspect of creating such an environment.
4. For purposes of clarity, this *Prevention of Sexual Harassment and Sexual Misconduct Policy* provides a comprehensive source of information in relation to the University's policy and procedure on the prevention of harassment and sexual misconduct. The approach to preventing harassment and sexual misconduct contained in this policy is integrated with wider University policy and procedure, including that relating to the prevention of harassment and sexual harassment outlined in the *Equality and Inclusion (Dignity and Respect) Policy*. Accordingly, this policy will, where appropriate, make reference to and/or summarise additional University policy, procedure and guidance documents.

## B. What is the Purpose of the Policy?

5. In order to protect its students and staff, and any person dealing with the University, the University is committed to the prevention and elimination of harassment and sexual misconduct.
6. This policy is designed to provide a comprehensive resource setting out the University's policies and procedures as they relate to incidents of harassment and sexual misconduct. As such you should refer to this policy as the University's primary source of information in relation to:
  - How the University seeks to create an environment in which staff and students are protected from harassment and sexual misconduct,
  - What procedures are in place for staff and students for reporting behaviour that may amount to harassment and/or sexual misconduct,
  - How the University will provide support for students in response to incidents of harassment and/or sexual misconduct, including for both those who have alleged/and or experienced harassment or sexual misconduct, and actual or alleged perpetrators,
  - How the University will handle any information it receives or obtains in connection with any incidents of harassment and/or sexual misconduct,
  - What training will be arranged and what resources are available for staff and students to ensure understanding of harassment and sexual misconduct,
  - What are the University's arrangements for ensuring that staff and others responsible for receiving information about, investigating, or taking decisions on relevant matters are appropriately trained; and for ensuring that investigations and decisions are credible, fair and reflect established principles of natural justice,
  - How the University will communicate any decisions to those who have alleged/and or experienced harassment or sexual misconduct, and likewise communicate with actual or alleged perpetrators.
7. The University of London is committed to Free Speech and Academic Freedom as concepts that should be protected as it is the role of universities to nurture debate and to create and disseminate knowledge responsibly and for public benefit. Nothing in this policy should be taken to provide a justification for disciplining any person for exercising their freedom of speech or academic freedom in any way permitted under the University's *Freedom of Speech & Academic Freedom Code of Practice*.

## C. Definitions

*You are asked to note that this section contains definitions of harassment and sexual misconduct which some individuals may find distressing.*

8. **Harassment**, under the terms of the Equality Act (2010), is any unwanted behaviour in relation to their protected characteristics that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them and that given the circumstances of the behaviour the impact cannot be considered reasonable. It includes unwanted conduct of a sexual nature, and any less favourable treatment of the subject of harassment on the basis that they gave either rejected or submitted to the unwanted conduct.
9. Harassment, as defined in section 1 of the *Protection from Harassment Act 1997*, involves an offence being committed only if the person knows the conduct amounts to harassment of the other, or a reasonable person in possession of the same information would think the course of conduct amounted to harassment of the other person.
10. **Incidents** refers to any circumstances where an allegation or complaint has been made about harassment and/or sexual misconduct, and circumstances where the University has reasonable for suspecting that harassment and/or sexual misconduct has taken place or is occurring.
11. **Sexual misconduct** means any unwanted or attempted unwanted conduct of a sexual nature. This encompasses a very broad range of actions, including but not limited to:
  - Sexual harassment (as defined above in this section),
  - Rape and sexual assault (cf. ss. 1 and 3 of the *Sexual Offences Act 2003*),
  - Causing a person to engage in sexual activity without consent (cf. s.4 of the *Sexual Offences Act 2003*),
  - Exposure, whether showing sexual organs in another person's physical presence, or by sending explicit images via electronic means (cf. s.66 of the *Sexual Offences Act 2003*),
  - Voyeurism, including the non-consensual observing or recording of another person doing a private act (cf. s.67 of the *Sexual Offences Act 2003*),
  - Sharing or threatening to share sexual images without consent (cf. s.33 of the *Criminal Justice and Courts Act 2015*),
  - Stalking and cyberstalking, or unwanted communication or behaviour that causes a person to fear harassed or fearful (cf. ss. 2A and 4A of the *Protection from Harassment Act 1997*),
  - Controlling or coercive behaviour, including but not limited to circumstances such as in an intimate relationship, cf. s.76 of the *Serious Crime Act 2015*),
  - Promising resources or benefits in return for sexual favours, or any other related abuse of power. An abuse of power occurs where a person uses their position of authority to exploit, pressure, or coerce another person — particularly in ways that undermine that person's ability to freely consent or participate equally. This includes but is not limited to the use of academic or professional power to initiate or sustain inappropriate or unwanted sexual or personal relationships.
12. The following represents a further non-exhaustive/indicative list of examples of sexual harassment and/or sexual misconduct which may be considered under this policy: inappropriate comments, inappropriate body language, unwanted sexual advances, innuendo, derogatory comments, spiking drink or food, and photographing or filming under a person's clothes without their consent. Some of these examples overlap with those given above, but are described differently for purposes of simplicity and clarity.
13. **Consent** is given if a person agrees something may happen or if they agree to engage in a given activity by choice, and they have the freedom and capacity to make that choice. Consent cannot be presumed, nor can it be assumed on the basis of a previously consensual sexual experience

or previously given consent. Consent may be withdrawn at any time. An individual cannot freely give consent if they are asleep and may not be capable of giving consent if incapacitated due to the use of alcohol or other drugs. You should note your own intoxication through your own use of alcohol or other drugs can never justify committing an act of sexual misconduct.

14. **Reporting party** is the person(s) who witnessed the alleged or criminally proven incident(s) of harassment and/or sexual misconduct, or person(s) who feel they experienced the alleged or criminally proven incident(s) of harassment and/or sexual misconduct.
15. **Reported party** is the person(s) whose conduct is alleged (or has been proven by the court) to amount to harassment and/or sexual misconduct.

## D. Who does this Policy apply to, and are there any limits to the applicability of the policy?

16. This policy applies to any incidents of harassment or sexual misconduct which have been or are alleged to have been committed by any member of University of London staff, any person(s) working on behalf of the University, and all University of London students (see [also 18-21 below](#)).
17. In relation to incidents committed or alleged to have been committed by third parties, the University will take actions required to prevent, and protect staff and students from, third-party harassment and/or sexual misconduct. Such actions may include but are not limited to banning the third party from University premises, and reporting criminal acts to the police.
18. Any harassment or sexual misconduct committed or alleged to have been committed by any member of staff or student of the University may be considered under this policy, irrespective of factors including but not limited to those listed below:
  - **Location** – you may take action under this policy irrespective of whether the action has occurred on university premises or outside of them, including overseas.
  - **Mode of interaction** - you may take action under this policy irrespective of whether the action has taken place physically or in person, online or via electronic communication, via University or non-University systems, verbally or non-verbally, or via any other means or medium of communication.
  - **Timing** – you may take action under this policy irrespective of whether the relevant behaviour has taken place during or outside of normal business hours. The University will make reasonable efforts to consider historical allegations, irrespective of how long ago the harassment or sexual misconduct occurred or is alleged to have occurred. In the case of serious incidents including rape, sexual assault, or physical assault, you are advised to report this to the police or a Sexual Assault Referral Centre.

### *Students registered with Federation Members*

19. Students who are registered to study with Federation Members should seek advice and assistance directly from their institution, except where they are living in University of London Halls of Residence and only wish to seek an informal resolution. The procedure for seeking an informal resolution is set out in Section G '*Can I seek to resolve an incident informally?*'. However, residents in Halls are also subject to the *Intercollegiate Halls of Resident Student Disciplinary Procedure*, and the University reserves the right to take any reasonable steps under this procedure that it determines are necessary to prevent harassment or sexual misconduct against residents in Halls.

### *Students receiving tuition support at Recognised Teaching Centres*

20. The University operates in multiple jurisdictions which have differing cultural and legislative approaches to a range of issues including harassment and sexual misconduct. The University recognises Teaching Centres across the world that are then able to support University of London Worldwide students in their studies. This support is in the main additional to the degree offer of the University and students contract separately with these teaching centres. While we endeavour to ensure that these teaching centres set appropriate standards of behaviour, have safeguarding systems in place and are inclusive within their national contexts, there are practical limits to what we can require. Students should therefore check with a teaching centre on their approach, policies and support arrangements before entering into a contract for services.
21. Further to point 20, above, if you are receiving tuition support at a Recognised Teaching Centre, we remain committed to ensuring your enjoyment of a safe and inclusive teaching and learning environment. You may take action under this policy in relation to any harassment or sexual misconduct committed or alleged to have been committed by a student against another student on Recognised Teaching Centre premises or at any other physical or virtual location. If you report an incident under this policy, we will follow the procedures outlined in this policy, even if actions



taken by the University may be influenced by the specific contexts relating to the national culture in which you are studying.

*Academic freedom and freedom of speech*

22. Staff and students should note that the University's *Freedom of Speech & Academic Freedom Code of Practice* provides that students being exposed to any of the following is unlikely to amount to harassment:

- the content of higher education course materials, including but not limited to books, videos, sound recordings, and pictures, and
- statements made and views expressed by a person as part of teaching, research or discussions about any subject matter which is connected with the content of a higher education course.

## E. What are my responsibilities?

23. **Board of Trustees** – As the governing body of the University, the Board of Trustees is responsible for ensuring the University's compliance with all of the conditions of registration set by the Office for Students, including Condition E6: Harassment and sexual misconduct. In accordance with Schedule 19, Part 1 of the Equality Act (2010), governing bodies are accountable for compliance in the higher education sector. The Board of Trustees has ultimate responsibilities for ensuring that the University complies with its duties as set out in that Act.
24. **The Vice-Chancellor's Executive Group** is responsible for:
- Making a recommendation to the Board of Trustees in respect of policy to be adopted,
  - Ensuring that this policy is communicated effectively across the University, so it is understood and embedded in culture and practices,
  - Ensuring that there are appropriate structures, resources, and systems supporting the implementation of this policy and the fulfilment of its objectives,
  - Taking action to address issues with meeting our commitments and/or legal obligations.
25. **The Equality and Inclusion Committee:**
- Has delegated authority from the Board of Trustees to consider and make recommendations regarding the University's Equality Objectives, policies, and good practice,
  - Making recommendations in relation to the implementation of this policy, for the consideration of the Vice-Chancellor's Executive Group upon its request.
26. **Staff** – All members of our staff (including all members of staff of the University, all members of the Board of Trustees and its committees, members of the Collegiate Council, full-time and part-time staff; and individuals who are permanently or temporarily affiliated to the University through secondment, contract, voluntary work, honorary appointment, Emeritus appointment, Visiting Academic status or similar) have general responsibilities in this area which include:
- Operating in line with this policy,
  - Setting a good example by treating others with dignity and respect and appropriately challenging unacceptable behaviour,
  - Being aware of this policy and its requirements,
  - Engaging with training and developmental activities as required,
  - Knowing how to report harassment and sexual misconduct, whether as someone who feels they have either experienced harassment and/or sexual misconduct, or as a person who feels they have witnessed harassment and/or sexual misconduct,
  - Abiding by our *Relationships Code of Conduct*,
  - Helping to ensure that the reporting incidents does not result in victimisation.
27. **Staff with specialist responsibilities** – Some professional and academic staff have specific responsibilities for or as part of the Policies, Procedures, Regulations, Advice and processes related to Harassment and Sexual Misconduct. These responsibilities include:
- Reading relevant documentation, including pronouncements and initiatives from government, regulatory, and sector-wide bodies, and understanding or acting on their requirements and giving consideration to recommended good practice,
  - Attending training in this area as appropriate,
  - Ensuring they keep appropriate records,
  - Keeping up to date and ensuring that the procedures, processes, practices and guidance for which they are responsible operate in line with the requirements of this policy.
28. **Students** – All of our students (including visiting students) have general responsibilities in this area which include:
- Operating in line with this policy

- Setting a good example by treating others with dignity and respect and appropriately challenging unacceptable behaviour,
- Being aware of this policy and its requirements,
- Engaging with developmental activities as required,
- Knowing how to report harassment and sexual misconduct, whether as someone who feels they have either experienced harassment and/or sexual misconduct, or as someone who feels they have witnessed harassment and/or sexual misconduct,
- Helping to ensure that the reporting incidents does not result in victimisation.

29. Any breach of this policy by a staff or student will be investigated under the University's disciplinary procedures, and may result in outcomes including but not limited to:

- If you are a student: any steps provided for under the University's [procedure](#), which may include termination of your student registration, and in serious cases referral to the police.
- If you are a member of staff: any steps provided for under the University's procedure, which may include your dismissal, and in serious cases referral to the police.

## F. What should I do in an emergency?

30. In the case of a serious incident involving rape, physical assault or sexual assault, we advise you to:
- contact the emergency services in the first instance if you are in immediate danger or require urgent help, using the telephone number 999 (in the UK) or 112 (in the UK or Europe), or the number for your country/locality.
  - contact Security on extension 8998 if you are on University premises and in immediate danger and after you have called the emergency services,
  - contact the University's [Duty Director](#) to report a serious incident if this incident occurs on University premises,
  - contact the Hall reception and ask for the Resident Advisor or Hall Manager on duty if the incident occurs in a University of London Intercollegiate Hall of Residence.
  - if you have been the victim of a serious incident outside of the UK, you can access free confidential support via helplines or crisis lines in your locality [Global Support Helplines](#)
  - if you have been the victim of rape or sexual assault in England, you can find details for a local rape and sexual assault referral centre (SARC) at [Sexual health services - NHS](#). In London, you can also contact the Havens directly on 020 3299 6900 at any time. SARCs can provide advice and/or signposting irrespective of when an incident took place, but for advice on forensic examination you should make contact within seven days.

## G. Can I seek to resolve an incident informally?

31. If you have or feel you have experienced harassment or sexual misconduct you may wish to seek to resolve an incident informally. If you wish to seek informal resolution in the first instance, this will not invalidate your right to make a formal complaint. You are not required to seek an informal resolution prior to formally reporting an incident.
32. There are circumstances in which we may not be able to respect a preference – whether of a student or staff member - to seek informal resolution and we will be required to conduct formal investigations. Your preference may be overridden by obligations upon the University including but not limited to where there is a real or perceived threat to others or a safeguarding concern.
33. The University will provide sympathetic, non-judgemental support to anyone making a report of harassment and/or sexual misconduct.
34. Members of staff wishing to seek an informal resolution should contact either their line manager, or the University Secretary, or Human Resources, or their trade union representative (where applicable).
35. Students at the School of Advanced Study or University of London Institute in Paris wishing to seek an informal resolution should contact the Chief Executive Officer, School of Advanced Study via email at [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk). University of London Worldwide Students should contact the Associate Director, Student Life, University of London Worldwide via email at [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk). These officers will provide guidance and support in relation to action that can be taken.
36. Third parties wishing to seek an informal resolution should initially contact the person who has committed or is alleged to have committed harassment and/or sexual misconduct. The third party should also contact either:
  - a member of staff with responsibility for the relevant activity, or
  - the available University of London [Duty Director](#)
37. Where a member of staff or student is informed through an informal process that their behaviour may or may reasonably be seen to amount to bullying, harassment or sexual misconduct, they are invited to listen and recognise that this represents a positive attempt:
  - to improve a working or learning relationship,
  - to prevent potential escalation to a formal report of an incident, and
  - to foster academic and/or professional cultures that embody the principles of dignity and respect.
38. Where an initial informal approach does not bring about a resolution to the situation, then the person affected by the actual or alleged harassment or sexual misconduct may request that mediation be arranged in a further attempt to reach an informal resolution. Mediation will be facilitated by a neutral third party, and will only be arranged where the following conditions apply:
  - In the case of students, the University Secretary considers mediation to be appropriate, and both parties voluntarily agree to engage with the process;
  - In the case of staff, the Director of Human Resources considers mediation to be appropriate, and both parties voluntarily agree to engage with the process.
39. At any point, including but not limited to where no resolution has been achieved by following the informal process outlined in Section G, the person affected by harassment or sexual misconduct under this policy may make a formal complaint.

40. If you wish to make a report while remaining anonymous, please note that it may hamper the University's ability to conduct a full investigation if you choose to make a report anonymously, and it will hamper any investigation if you do not wish to identify the person(s) whose behaviour you are reporting. Anonymous reports may be submitted via the following channel:  
<https://forms.office.com/r/QyvWFQudnc>

## H. How do I make a formal complaint?

41. All University of London students and staff can make a formal complaint in relation to harassment and/or sexual misconduct writing by contacting the University Secretary via email at [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk). Please also refer to the alternative contacts for staff and students which are available below.
42. The University recognises that some staff or students wishing to make a formal complaint may prefer to discuss the process with a member of staff in the first instance. Although any formal complaints must be set out in writing, you may contact the University Secretary or any other member of staff listed in this Section H for additional support and guidance.
43. It may hamper the University's ability to conduct a full investigation if you choose to make a report anonymously, and it will hamper any investigation if you do not wish to identify the person(s) whose behaviour you are reporting.
44. You may make a formal complaint if you have witnessed harassment and/or sexual misconduct - it is not necessary for you to have personally experienced or felt you have experienced harassment or sexual misconduct.
45. Disciplinary action may be taken against a person if, as revealed by investigation, they have made a formal complaint for frivolous, vexatious, or malicious reasons, particularly if they have persisted in making false allegations against a person or persons.
46. If the University discerns a pattern of complaints originating from a specific function/area/department of the University, then the University Secretary (or their delegate) will investigate whether there is an underlying cause relating, for example, to cultural values or practices within that function/area/department; and may take any reasonable action to prevent or eradicate harassment and/or sexual misconduct originating from the function/area/department.

### ***Procedure for students***

47. All complaints should be sent to [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk) for the attention of the staff listed below.
48. If you are a student wishing to make a complaint where the reported party is a student, you can make a complaint to either the University Secretary or alternatively:
  - School of Advanced Study students should the Chief Executive Officer, School of Advanced Study,
  - University of London Institute in Paris students should contact the Academic Director, University of London Institute in Paris,
  - University of London Worldwide students should contact the Associate Director, Student Life, University of London Worldwide.
49. If you are a student wishing to make a complaint where the reported party is a member of staff, you can make a report to either:
  - The Director of Human Resources, or
  - The University Secretary
50. If you are a student wishing to make a complaint where the reported party is a third party, you can make a complaint to either the University Secretary or alternatively:

- School of Advanced Study students should contact the Chief Executive Officer, School of Advanced Study,
- University of London Institute in Paris students should contact the Academic Director, University of London Institute in Paris,
- University of London Worldwide students should contact the Associate Director, Student Life, University of London Worldwide.

***Procedure for members of staff***

51. If you are a member of staff wishing to make a complaint where the reported party is a member of staff, you can make a report by contacting your line manager, or if the issue involves your immediate line manager, you should raise the matter with their line manager. Your complaint will be investigated under the University's [Grievance Procedure](#).

Staff wishing to make a formal complaint where the reported party is a student should report this to [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk) for the attention of:

- The Chief Executive Officer, School of Advanced Study (for cases where the reported party is studying with the School of Advanced Study or the University of London Institute in Paris)
- The Associate Director, Student Life, University of London Worldwide (for cases where the reported party is studying with the University of London Worldwide)
- The Academic Director (for cases where the reported party is studying with the University of London Institute in Paris).

The University Secretary may alternatively or additionally be contacted in relation to any such case also via [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk)

52. Staff wishing to make a formal complaint where the reported party is a third party should report this either by contacting the Director of Human Resources and/or the University Secretary via [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk)

***Procedure for third parties***

53. If you are a third party or member of the public wishing to make a formal complaint as you have witnessed, experienced or feel you have experienced harassment and/or sexual misconduct by a member of University staff or a University student while on University premises, or when attending any University event, or participating in any University activity, you can report this to [harassment.complaints@london.ac.uk](mailto:harassment.complaints@london.ac.uk) for the attention of

- The University Secretary and/or
- The Director of Human Resources

***Anonymous reporting for staff, students and third parties***

54. If you wish to make a report while remaining anonymous, please note that it may hamper the University's ability to conduct a full investigation if you choose to make a report anonymously, and it will hamper any investigation if you do not wish to identify the person(s) whose behaviour you are reporting. Anonymous reports may be submitted via the following channel: <https://forms.office.com/r/QyvWFQudnc>



## I. How will my complaint be investigated?

### *General points*

55. All qualifying formal complaints will be investigated in a fair and proper manner and the University will endeavour to conduct investigations as sensitively and as quickly as reasonably possible.
56. A person making a formal complaint will be made aware of who is handling the matter and will be advised of progress at appropriate stages.
57. The right to natural justice (including the right of response to allegations) of those accused of harassment and/or sexual misconduct will be recognised and observed in the application of this policy and procedure.
58. The standard of proof applied under the University's disciplinary and related procedures is that of the balance of probabilities. This means that for any disciplinary action to be taken, any investigation of an incident under this policy must conclude, based on the evidence considered, that it is more likely than not that the alleged harassment and/or sexual misconduct happened.

### *Safeguards*

59. Good faith: This procedure provides protection to those making a complaint, providing that:
  - the disclosure is made without malice, and
  - the person making the complaint reasonably believes that they have experienced or witnessed or feel they have experienced or witnessed harassment and/or sexual misconduct.

### *Protection from victimisation*

60. The University will not tolerate the victimisation of or retribution against anyone making a formal complaint even if the complaint is not upheld. Victimising employees or students or deterring them from raising complaints is a serious disciplinary offence which will be dealt with under the appropriate disciplinary procedure.

### *Complaints where the reported party is a member of staff.*

61. Where the reported party is a member of staff and the reporting party is a member of staff who has experienced or feels they have experienced harassment and/or sexual misconduct, complaints will be addressed under the University's Grievance Procedure. Under the Grievance Procedure, where the Stage 1 reviewer finds that there is sufficient evidence to suggest that there is a case to answer, proceedings may be initiated under the University's Disciplinary Procedure.
62. Where the reported party is a member of staff, and the reporting party is a student or third party, the Director of Human Resources or the University Secretary will consider what action should reasonably be taken in relation to your complaint. Complaints requiring formal investigation will be considered under the University's Disciplinary Procedure.

### *Complaints where the reported party is a student.*

63. Where the reported party is a student, complaints will be investigated under the University's Student Disciplinary Procedure.

### *Complaints where the reported party is a third party.*

64. Where the reported party is a third party, complaints will be investigated by the University Secretary. The University Secretary will determine what action should reasonably be taken to prevent, and protect staff and students from, third-party harassment and/or sexual misconduct. Such actions may include but are not limited to banning the third party from University premises, and reporting criminal acts to the police.

### *Complaints where police, criminal or other legal proceedings are ongoing.*

65. The University recognises that its own investigations may sometimes run concurrently with criminal, police or other relevant legal investigations or proceedings. The University may take precautionary action to limit a responding party's interaction with the University pending the conclusion of any internal and/or external proceedings or investigations. Such precautionary action may include, but not be limited to, suspension or exclusion from the University or any part thereof. Any such precautionary actions are not a sanction or penalty or indicator of judgement of guilt but rather precautionary actions will be taken to protect individuals, the University community, the University's property or the University's reputation.
66. Irrespective of the outcome of external investigations or proceedings, the University may still take disciplinary action independently under its relevant processes or procedures as referenced above at 60-63.

## J. How will my information be handled?

67. When handling personal data, the University will comply with the Data Protection Act, 2018 and the General Data Protection Regulation when taking any action under this policy. Information forming part of a formal complaint or obtained in the course of any investigation into a complaint will be kept confidential as far as reasonably practicable and on a need-to-know basis.
68. The University will only share information with external parties where it reasonably determines this is necessary. Wherever reasonably practicable the University will respect the wishes of the reporting party in relation to whether a matter should be referred to the police, other relevant authorities, or other external parties. The University Secretary (or their delegate) will be responsible for determining if a referral to the police or other relevant authorities or external parties should be made. This includes but is not limited to where this is counter to the wishes of the reporting party but deemed necessary to protect the safety of the reporting party or other persons and/or to meet the University's legal or regulatory obligations.
69. In the case of any incident involving any student(s) registered with Federation Members but living in University of London Halls of Residence, the University Secretary will determine if there is a need to share information with their counterpart at the relevant Federation Member in order to ensure regulatory compliance and/or for any other reasonable purpose. Please refer also to Section D, 19 above.
70. The University will not use non-disclosure agreements (NDAs) to prevent or restrict any student from disclosing information about an allegation of harassment and/or sexual misconduct.