

# Harassment Procedure Flowchart for Junior Members

**Advice and Support:** If you feel you have been harassed or bullied, please consider speaking to any of the following people:

College Harassment Advisor, College Chaplain & Welfare Coordinator, Junior Censor, Peer Supporter, College Nurse, College Counsellor, University EDU

*You can speak to the above people at any time in this process*

## Stage 1: Initial or informal action

**Informal 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 and ask them to refrain. Any of the people above can help you in deciding what you might write or say. You are under no obligation to do this, and it may be more appropriate to move to Stage 2.

### Criminal Misconduct

If a criminal offence may have been committed, the Harassment Procedure may not be appropriate. You can approach the police directly and are encouraged to also seek advice and support from the Lodge/Welfare Team.

Further guidance and support re. cases of sexual assault or sexual violence is available

[www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance)

## Stage 2: Consider making a Complaint

Complaint against another Member of College

Complaint against a student/staff member of another college/faculty

University Procedure

[See University Harassment Flowchart](#)

## Stage 3: Dispute resolution

up to 20 working days

The Junior Censor/Harassment Advisor will discuss your case with you to explore how best to address it. Mediation can often lead to a positive outcome, and the Junior Censor can arrange for formal mediation or conciliation. This stage may not be appropriate, and you can move directly to Stage 4.

**If these actions do not resolve the situation or are not be appropriate given the nature of the complaint, proceed to a formal complaint.**

## Stage 4: Formal complaint

**A. Submission of a written complaint to the Junior Censor or Senior Censor**

**B. Investigation by the Senior Censor or their delegate** - This may include interviewing the complainant and the alleged harasser and collecting witness statements.

**C. Outcomes** – The complainant and the alleged harasser will be advised whether the findings of the investigation uphold the complaint in full or in part. If disciplinary action is required, this will be considered under the appropriate procedure, and will remain confidential.

Up to 6 weeks\*

\* These times are aspirational and may change

This flowchart is a guide; please ensure you read the full Policy and Procedure for details:

[www.chch.ox.ac.uk/harassment-policy](http://www.chch.ox.ac.uk/harassment-policy)