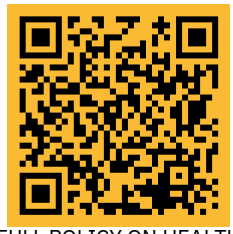


# ST EDMUND HALL HARASSMENT POLICY FLOWCHART



FULL POLICY ON HEALTH  
& WELFARE PAGE

**THE COLLEGE HAS ZERO TOLERANCE FOR HARASSMENT IN ANY FORM. THIS APPLIES TO ALL FORMS OF HARASSMENT, INCLUDING SEXUAL AND RACIAL HARASSMENT.**

Harassment is when a person behaves in a way which is intended to cause you distress or alarm and includes a very wide range of behaviours.

## 1 REPORT IT INFORMALLY

If you feel you may have been harassed, **do not hesitate to contact** the College Welfare Officers who are also trained Harassment Advisors.

They will be able to listen to you, offer advice, and explain and guide you through the formal complaint procedure should you wish to submit one.

### CONTACT

**Clare Woolcott - Nurse & Senior Welfare Officer: [nurse@seh.ox.ac.uk](mailto:nurse@seh.ox.ac.uk)**  
**Jane Armstrong - Senior Welfare Officer: [welfare@seh.ox.ac.uk](mailto:welfare@seh.ox.ac.uk)**

Conversations will remain **confidential** (unless they fear for your or someone else's safety). The choice of changing this informal chat to a formal report is completely **YOUR** choice.

## 2 FORMAL COMPLAINT - SUMMARY OF ACTIONS WHICH COULD BE TAKEN IF YOU CHOOSE TO

To document a formal complaint, submit a written document detailing your situation to the relevant person (see below). This should give an outline of the alleged harassment and any information pertinent to your case. The College Harassment Advisors can help you with this.

For complaints about:	Submit the written complaint to:
Another student(s)	Dean <a href="mailto:dean@seh.ox.ac.uk">dean@seh.ox.ac.uk</a>
Senior members of college (e.g. a Fellow)	Principal <a href="mailto:principal@seh.ox.ac.uk">principal@seh.ox.ac.uk</a>
Non-academic staff members (e.g. maintenance, catering etc)	Domestic Bursar <a href="mailto:domestic.bursar@seh.ox.ac.uk">domestic.bursar@seh.ox.ac.uk</a>

### STAGE 1:

Evidence will be collected and discussed with both parties

### STAGE 2:

Evidence will be reviewed, and if necessary, raised to a disciplinary board

### STAGE 3:

Both parties will be informed of the outcome in writing

### STAGE 4:

If you are dissatisfied with the outcome, ask the Harassment Advisors for advice about appealing

The College Harassment Advisors will help you through this process and explain the steps in more detail. You will never be alone during this process.

If you wish to pursue the issue outside of college, you can contact the University Harassment advisors:  
<https://edu.admin.ox.ac.uk/support>