

RESPECT AND DIGNITY POLICY

Clare College

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Responsibilities of the College

All members of the College community have the right to study, work and live in a respectful and dignified environment. To this end, any harassment or bullying, including that on the grounds of race, religion and belief, disability, age, sex, gender, gender reassignment, sexual orientation, pregnancy, marital status, civil partnership, or appearance, will be subject to resolution through the [College's Disciplinary Code](#). The College will endeavour to ensure that its environment is sympathetic to all its members, and also to those who have business dealings with the College, irrespective of status. The College similarly recognises its [responsibility to protect all College members from harassment of any kind](#) from other academics or members of the University, from clients, customers and other business contacts. The college will aim to conclude matters expeditiously - within a period of normally no more than six weeks if full term and eight weeks outside of full term.

Statement of Criminality

Some violations of an individual's rights to respect and dignity are also criminal offences.

If a complainant believes that they have been the victim of a crime they are encouraged to report the matter to the police, and the College is committed to fully supporting such an individual. This includes help with accessing special legal advice if the complainant requires it. In some cases it may be appropriate for a family member, a carer, or a friend to be present to support the complainant in which case the College will make appropriate arrangements to accommodate such persons wherever possible.

See Appendix A for a comprehensive outline of reporting sexual assault.

The College will generally not conclude a formal complaint until any criminal process has concluded so as not to prejudice any criminal law process. However, the College will consider whether any temporary measures are appropriate in the circumstances to support and protect the interests of all parties concerned.

Confidentiality

All individuals involved in any complaint procedure will be required to respect the need for confidentiality. Failure on the part of any individuals to do so may also be considered a disciplinary offence.

Those seeking advice and support, and those who wish to make an informal complaint, can expect confidentiality. Information about a complainant will not be released without their prior explicit and informed consent, save in exceptional circumstances. If a formal complaint is made, however, it will be necessary for information to be given to the other party or parties, and, to the extent necessary, to those involved in any subsequent investigation and in any appeals that might follow.

Save in exceptional circumstances, the College will inform a complainant of who they will discuss the case with. However, witness statements will not be considered if they are submitted anonymously: the College requires that at least one College Fellow is aware of a witness's name.

The College will process personal data in accordance with [data protection legislation](#).

DEFINITIONS

Harassment

- (i) Harassment is any physical, verbal (whether spoken, written or published) or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an offensive, intimidating, hostile, degrading or humiliating environment to the recipient. Intentional harassment constitutes bullying.
- 1. (ii) Harassment and bullying can occur even if no offence is intended. A person may be harassed even if they are not the intended 'target' of the behaviour.
 - (i) Harassment or bullying may be constituted by a single incident or it may result from a sustained pattern of behaviour. It may take the form of a sequence of incidents that may seem innocuous to the casual observer but which deliver a cumulative effect upon the victim.
 - (ii) Harassment can take many forms including the following examples. The list is not exhaustive:
 - a. physical, verbal, written or electronic conduct (threats, taunts, abusive language);
 - b. abusive actions or offensive gestures that create an intimidating or offensive environment surrounding the individual or individuals affected; and/or
 - c. behaviour that causes offence on account of a person's age, sex, gender, gender reassignment, sexual orientation, disability, marital or civil partner status, pregnancy or maternity, race, colour, ethnic origin, nationality, religion or belief(s); and/or
 - d. cyber (virtual) bullying - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites, and sending intimidating or malicious emails.
 - e. It also includes treating someone less favourably, including isolation or non-cooperation, because they have submitted or refused to submit to such behaviour in the past (threats of dismissal, low marks, loss of promotion etc).
 - f. Such conduct is employment-related if, for example:

- (1) submission to, or rejection of, the conduct is used as a basis for an employment decision; and/or
- (2) the conduct interferes with the affected person's work performance; and/or
- (3) the conduct creates an intimidating, hostile, humiliating or offensive working environment.

(i) **Sexual Harassment**

(ii) Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an offensive, intimidating, hostile, degrading, or humiliating environment. Sexual harassment may be expressed by a single act or by persistent behaviour. A person may be harassed even if they are not the intended "target" of the behaviour.

(iii) Sexual harassment can take many forms including the following examples. The list is not exhaustive:

- a. unwelcome sexual comments (including remarks about another's body, dress, or life) expressed verbally or by electronic communication or by any other means; and/or
- b. unwelcome sexual invitations; and/or
- c. innuendos; offensive gestures; wolf whistling; catcalling; and/or
- d. unwelcome display of sexually explicit imagery; and/or
- e. unwanted sexual contact including, though not limited to: groping; pinching; smacking; and/or
- f. unwanted exposure of sexual organs or bodily exposure of any kind, to any extent exposure of another's body to any extent without consent; and/or
- g. intimidatory behaviour including, though not limited to: repeatedly asking for a date or for any favours after the addressee has once refused; following; stalking.

(iv) It also includes treating someone less favourably, including isolation or non-cooperation, because they have submitted or refused to submit to such behaviour in the past.

(v) Such conduct is employment-related if, for example:

- a. submission to, or rejection of, the conduct is used as a basis for an employment decision; and/or
- b. the conduct interferes with the affected person's work performance; and/or
- c. the conduct creates an intimidating, hostile, humiliating or offensive working environment.

- (vii) Working environment for employees
 - a. The display of offensive material (including “pin-up” calendars) is not permitted.
 - b. Abusing fellow employees via social networking sites, such as Facebook or Twitter, is a disciplinary offence.
 - c. All employees of the College will be informed of the College policy towards bullying and harassment and all complaints of harassment will be treated very seriously.
 - d.

FIRST STEPS: GUIDANCE AND SUPPORT

Where appropriate, attempts will normally be made to resolve instances of harassment informally in the first instance.

Many cases of harassment, though not all, may be dealt with by presenting the person(s) causing offence with information about the consequences of their behaviour, with the aim of establishing communication between the parties involved.

Where possible the complainant should try to make it clear to the other party that they find their behaviour unacceptable. If, however, the complainant is unwilling or unable to do so, or if having tried to do so the complainant is unable to put a stop to the behaviour, they should consult a responsible member of the College from the list below who can provide advice and assistance in resolving the issue formally or informally. The list is not exhaustive.

UCS

[UCS President](#); [UCS Vice President](#); [UCS Women’s Officer](#); UCS [Female](#) and [Male](#) Welfare Officers; BME Representative; Disabilities Representative; [LGBT](#) officers

MCR

MCR President; MCR Welfare Officer

Staff and Fellows

Any member of the Student Support Service; Harassment Officer; [College Nurse](#); Mental Health Advisor; Gender Equality Fellow; Senior Tutor; any other tutor; [Dean](#); Dean of Students; the relevant Head of Department; HR Manager; Bursar; or Master.

Advice and support may also be sought from CUSU: Student Unions’ Advice Service advice@studentadvice.cam.ac.uk (01223 746999); the relevant CUSU sabbatical officer; Citizens’ Advice. See Appendix B for further points of contact.

MEDIATION AND RECONCILIATION

If the complainant is a member of College staff they are encouraged to consult the Harassment Officer, HR Manager, the relevant Head of Department, or any other College Officer. A separate policy exists for members of Staff published in the [Clare College Staff Handbook](#).

Whether or not the other party or parties acknowledges fault, they may also receive advice and support from any of the sources listed above not acting for any other party.

With the agreement of the complainant, the other party or parties will be contacted by one of the people listed above and initial discussions will normally ensue on a one-to-one basis. The aim is to reach an accommodation that will achieve reconciliation.

A person acting on behalf of the complainant may meet the other party or parties, or their representative(s) or both in order to mediate a resolution.

If an informal resolution is impossible for any reason a formal process may be undertaken.

Discussions involving all parties concerned may constitute an appropriate response leading to a satisfactory resolution of a complaint concerning harassment.

Complaints of harassment made against individuals outside the College

The sources listed above are available to support any member of College with a complaint against a person(s) outside the College.

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. In such cases, complainants are encouraged to seek advice and support from any Tutor or the Senior Tutor in the first instance. Complainants are advised to consult Faculty and Departmental guidelines and will be guided in this process as necessary.

COMPLAINTS: INFORMAL AND FORMAL PROCESSES

NB: Harassment may also be a criminal offence. The College will generally not investigate a formal complaint until any criminal process has concluded to ensure that there is not a duplication of

investigations. However, the College will consider whether any temporary measures are appropriate in the circumstances to support and protect the interests of all parties concerned.

It is important to report an instance of harassment as quickly as possible in order that the matter may be resolved effectively without delay and, when appropriate, informally. A complainant will not be penalised for any delay as it is recognised that reporting such matters may prove difficult for many individuals.

It may be possible for a misunderstanding or disagreement to be resolved through calm, honest, and balanced discussion between parties with support as necessary. If the complainant feels unable to do this they are strongly encouraged to confide in a responsible friend in order to ensure they may receive immediate support before considering other sources listed above.

Principles Governing Complaints Processes

Those involved in attempting a resolution, or in investigating a complaint, will act in accordance with the following principles:

- (i) **Fairness:** any person complained against has the right to know the nature and sufficient details of the complaint, and to respond to the complaint.
- (ii) **Representation:** both complainant and person complained against have the right to be accompanied and supported by their chosen representative.
- (iii) **Confidentiality:** confidentiality must be strictly respected and the dissemination of information limited only to those who need to know. The College may seek advice from or involve an appropriate authority outside the University if it believes that it is under an obligation to do so.
- (iv) **Records:** The College and all those involved in this process must observe the principles of data protection. Records about a complaint may be retained and kept securely to the extent necessary for the proper management of this policy.
- (v) **Timeliness:** A complainant will not be disbarred from making a complaint after a delay. Whenever possible, however, it is desirable that complaints are made without delay in order to allow investigations to commence promptly.

Stage 1: Informal Complaint

A complainant may make an informal complaint at any time. They will not be disbarred from making a complaint after a delay.

The College aims to handle complaints under Stage 1 in a way which is sympathetic, fair, and efficient so as to encourage informal conciliation and early resolution. Complaints made under Stage 1 will respect the principles governing the complaints process.

It may be appropriate to ensure the separation of both parties in social spaces (JCR, Forbes Mellon Library, Bar, and Buttery), in terms of accommodation arrangements, and in academic fora (including supervisions). The complainant will be consulted in order to ensure acceptable solutions.

If the complainant feels unable or reluctant to approach the other party or parties they may seek help from any of the sources listed above. The complainant may receive help in formulating what they want to say, and to be accompanied in any meeting that takes place.

The complainant or their chosen representative, or both, should contact the other party or parties to enter into dialogue to achieve reconciliation. The other party or parties, whether or not they accept fault, may have recourse to any independent sources listed above for the purpose of guidance and support.

Resolution might be explored through mediation. The Senior Tutor or their Deputy will identify a suitable Fellow to mediate between parties where necessary. Any proposed mediation and the suggested mediator shall be subject to the agreement of both parties.

Every effort will be made to achieve prompt consideration and resolution of a complaint. Both the complainant and those concerned in the complaint will be expected to co-operate in achieving resolution.

The aim should be to conclude matters expeditiously - within a period of normally no more than six weeks if term time and eight weeks if outside of term. If this achieved the college is obliged to give reasons.

A complainant may withdraw a complaint at any time during Stage 1.

If the complainant feels uncomfortable or incapable of having dialogue with the other party or parties, if attempts to enter into dialogue prove unsuccessful or if stage 1 is unworkable for any reason, it is open to the complainant to pursue a formal complaint under Stage 2.

Stage 2: Formal Complaint

A complainant may make a formal complaint at any time by writing a letter of complaint to the Master containing all necessary details.

A complainant may seek guidance from their chosen representative (as above) in the preparation of this letter of complaint.

A complainant will not be disbarred from making a complaint after a delay.

On receipt of a formal complaint the Master will commission an independent investigation by appointing an ad hoc Committee comprising three members of the Governing Body, namely the Dean of Students and two other independent Fellows. The Master will also, on receipt of a formal complaint, consider if any appropriate steps should be taken pending the outcome of the complaints process to ensure the separation of both parties in social spaces, in terms of accommodation arrangements, and in academic and other fora.

The investigation will commence, wherever possible, within five working days of the ad hoc Committee being appointed. The other party or parties must be told, within this time limit, that the Stage 2 complaint has been made and they must be made fully aware of its nature and content.

Both the complainant and the other party or parties have the right to be accompanied at any meeting(s) by their chosen representative (as above). The ad hoc Committee process will be concluded as soon as possible under the terms of Annex A below.

If a formal complaint is upheld, the Chair of the ad hoc Committee will recommend whether the matter may be dealt with by internal sanctions, normally involving the separation of the complainant from the other party or parties, or whether more significant disciplinary procedures will be invoked in accordance with the Statutes and any other policies and procedures of the College or the University.

If, following an investigation, a complaint is not upheld and found to be malicious or vexatious, disciplinary action may be taken against the complainant.

Rules of Procedure for the ad hoc Committee are at Annex A.

Possible Remedies

A resolution may be reached at any point during Stage 1.

Possible remedies under Stages 1 or 2 might include one or more of the following examples. The list is not exhaustive:

- (i) an apology in a form acceptable to the complainant; and/or

- (ii) exclusion of one or both parties from designated areas; and/or
- (iii) remedies preventing contact with the complainant by the other party or parties; and/or
- (iv) reassignment of accommodation for one or both parties; and/or
- (v) separation of both parties in academic fora (including supervisions), and others.

In every case the complainant will be consulted in order to seek to ensure effective and fair solutions.

Disciplinary Measures

On completion of Stage 2 it may be necessary to take disciplinary action where this is deemed to be appropriate. The following steps may be taken by the College. The list is not exhaustive: withdrawal of selected College rights and privileges (for example, exclusion from the Bar and the Buttery; removal from College accommodation on a temporary or permanent basis); removal from standing (in the case of a student) on a temporary or permanent basis under to Fitness to Study policy; removal (in the case of a Fellow) under University Statute 46 and/or the Clare College Disciplinary Code.

Appeals

If any of the parties involved are not satisfied with the outcome of the investigation, they may appeal to the Governing Body. An appeal should be made in writing to the Master, within twenty-one days of receiving written notification of the ad hoc Committee's decision. The appellant may receive guidance and support in the composition of the appeal and in all subsequent processes from any member of the Student Support Service, or from any other chosen representative.

On receipt of an appeal the Master will convene the College's Appeals Committee. Rules of Procedure for the College's Appeals Committee are at Annex B.

Once the College's Appeals Committee has concluded its business, the Master will write to both parties with the outcome of the appeal.

In the case of a student, the Master's letter will take the form of a 'Completion of Procedures Letter' which confirms that the College's internal processes have been concluded and enables the student to make a complaint to the Office of the Independent Adjudicator (OIA).

OIA

Under the Higher Education Act 2004 the University subscribes to the independent scheme for the review of student complaints. Complaints must be received from by the OIA within three months of the date of issue of the College's Completion of Procedures Letter.

Information on how to make a complaint to the OIA:

<http://oiahe.org.uk/making-a-complaint-to-the-oia/how-to-make-a-complaint.aspx>

Annex A

Rules of Procedures for the ad hoc Committee

Part 1: ad hoc Committee arrangements

The Chair of the ad hoc Committee writes to both parties inviting them to appear before the Committee enclosing a copy of the Committee's Rules of Procedure (this document) together with specific items of information as follows:

- (i) The ad hoc Committee shall meet at **[insert time]** on **[insert day and date]** at **[insert venue]** to consider the complaint;
- (ii) Both parties have the right to make representations in person and/or in writing to the ad hoc Committee and that they may additionally be represented by any person listed above. Written submissions must be received by the Committee no less than 72 hours before the commencement of the meeting;
- (iii) The ad hoc Committee will comprise three persons **[insert names and nominate the Chair]**;
- (iv) Both parties have a right to read any written evidence submitted to the ad hoc Committee and that this evidence will be delivered to the Porters' Lodge in envelopes addressed to the parties, but otherwise unmarked in any way, for collection direct from the Porters' Lodge at least 48 hours before the stated time of the ad hoc Committee meeting. These envelopes will not be placed in pigeon holes;
- (v) Both parties have the right of appeal upon specific grounds. Both parties shall also be informed of details concerning the appeals process; and
- (vi) If any parties to the proceedings have any disability, the Chair of the ad hoc Committee will consider all appropriate adjustments and will notify all parties, in writing, which adjustments have been made (save that the Chair shall not disclose details of the nature of disability concerned).

Part 2: ad hoc Committee preparation

The Chair assembles all papers for the ad hoc Committee meeting.

Part 3: AHC meeting

The ad hoc Committee meets under the following conditions:

- (i) **Persons Present:** The ad hoc Committee, both parties and their representatives, and a member of Staff appointed to take notes of the meeting. The ad hoc Committee may invite a legal representative to attend to advise the Chair on rules of procedure;

- (ii) **Access to Documents:** The ad hoc Committee and all persons present shall have copies of all written evidence to be considered, including evidence and outcomes generated through Stages 1 and 2 of this procedure and any written representations of the parties;
- (iii) **Questioning:** The Chair may permit questions to be asked by anyone present of anyone present;
- (iv) **ad hoc Committee Meeting Record:** A member of the Staff will take a note of the meeting while it is in progress. This note will not be verbatim, but will reflect the main content of the meeting;
- (v) **Committee Discussion:** Both parties and any person appointed to represent them shall leave before commencement of discussion. The only persons remaining in the room for discussion shall be members of the ad hoc Committee, any legal representative, and the note taker;
- (vi) **Voting Rights:** Only members of the ad hoc Committee shall vote. The Chair shall have the casting vote. All those ineligible to vote, except the College's solicitor and the note taker, shall withdraw before any vote takes place;
- (vii) **Precedents:** Although consistency is important, every case shall be considered on its individual merits; and
- (viii) **Decisions:** The ad hoc Committee shall decide the merits of the case and formulate recommendations as to remedies and penalties.

Part 4: ad hoc Committee conclusion

- (i) The Chair of the ad hoc Committee will write to the Master within 72 hours of completion of the Committee's business with its conclusions and recommendations; and
- (ii) The Chair will report the ad hoc Committee's decision to the Governing Body.

Part 5: ad hoc Committee outcome and communication

The Master will write to both parties within seven days of the close of the AHC conclusion. This letter will state clearly what issues have been considered, the Committee's decision, and include details of the College's appeals process.

Annex B

Rules of Procedures for the College's Appeal Committee

Part 1: Appeal Committee appointment

If a complainant appeals to the Governing Body against a decision taken by the ad hoc Committee, the Governing Body shall proceed as follows:

The Master shall establish an Appeal Committee comprised of three independent Fellows, one of whom shall be appointed Chair, to consider the appeal.

Part 2 : Appeal Committee arrangements

The Chair of the Appeal Committee shall write to the appellant, confirming receipt of their notice of intention to appeal, enclosing a copy of the Committee's Rules of Procedure (this document) together with specific items of information as follows:

- (i) The Appeal Committee will meet at **[insert time]** on **[insert day and date]** at **[insert venue]** to consider the appeal against the decision of the ad hoc Committee dated **[insert date]**;
- (ii) Both parties have the right to make representations in person and/or in writing to the Appeal Committee and that they may additionally be represented by a person listed above. Written submissions are to be received by the Committee no less than 72 hours before the commencement of the meeting;
- (iii) The Appeal Committee will comprise three members: **[insert names and nominate the Chair]**;
- (iv) The grounds for making representations against the decision of the Ad Hoc Committee are that:
 - a. There is material evidence now available not previously available to the ad hoc Committee, which raises reasonable doubt whether the result might have been different had that evidence been available to the ad hoc Committee; and/or
 - b. The ad hoc Committee did not follow its own procedures, or that those procedures were deficient, to the extent that it was prejudicial to the either party, giving rise to reasonable doubt as to the decision of the ad hoc Committee; and/or
 - c. The decision of the Ad Hoc Committee is not reasonable in all the circumstances.
- (viii) In exceptional circumstances, the Chair of the Appeal Committee has authority to invite other parties to attend the Appeal Committee meeting in an advisory capacity; detail of any other person invited will be given to the appellant when the appeal papers are circulated;
- (ix) All of the papers provided to the Appeal Committee prior to the meeting, will also be sent to the appellant. The papers shall include: all papers sent to the Ad Hoc Committee; notes of the Ad Hoc

Committee meeting; the Ad Hoc Committee's Decision Letter (including the summary reasons for the decision); the appeal notice; the appeal application. The papers will normally be delivered to the appellant's College pigeon-hole, addressed to the appellant in an otherwise unmarked sealed envelope and they will be placed there (or will be sent to reach the appellant if use of the pigeonhole is not appropriate) at least 72 hours before the stated time of the Appeal Committee meeting;

- (x) The procedure to be followed at the Appeal Committee meeting will normally be in accordance with Part 4 below;
- (xi) If any parties to the proceedings have any disability, the Chair of the Appeal Committee will consider all appropriate adjustments and will notify all parties, in writing, which adjustments have been made (save that the Chair shall not disclose details of the nature of disability concerned).

Part 3: Appeal Committee preparations

The Chair will assemble all papers for the Appeal Committee meeting and will arrange for them to be circulated to the parties who will attend the meeting, apart from the note taker, at least 72 hours in advance of the time of the meeting.

Part 4: Appeal Committee meeting

The Appeal Committee meets under the following conditions:

- (i) Parties to the Appeal Committee procedure who will or may be present at the appeal meeting:
 - a. The three Appeal Committee members;
 - b. The Chair of the ad hoc Committee who chaired the meeting on **[insert date]**;
 - c. The appellant and any representative or person supporting the appellant (if the appellant has chosen to appear in person);
 - d. Where applicable, and in exceptional circumstances, any other person invited by the Appeal Committee Chair to attend the meeting, and whose detail has been notified in advance to the student; and
 - e. A member of the Staff, appointed to take a note of the appeal meeting.
- (ii) **Access to Documents:** All of those attending the meeting, apart from the note taker, shall be provided in advance of the meeting, and in accordance with Stage 3 above, with all of the papers to be used at the meeting.

- (iii) **The Appeal Committee Meeting Procedure:** The Chair of the Appeal Committee has authority to set the exact procedure which the meeting will follow, provided that it is fair. The procedure will normally provide for:
 - a. The appellant to present their case (or for the appellant's statement to be read if the appellant is not present);
 - b. The Chair of the Review Committee to present the reasons for the Ad Hoc Committee's decision; and
 - c. The Chair to permit questions to be asked by anyone present of anyone present.
- (iv) **Appeal Committee Meeting Record:** a member of Staff will take a note of the meeting while it is in progress. This note will not be verbatim, but will reflect the main content of the meeting.
- (v) **Appeal Committee Discussion:** At the end of the meeting all parties will leave the room except for the Appeal Committee members, any legal representative, and the note-taker. The Appeal Committee shall consider the arguments put forward at the meeting and it will discuss the appellant's position in order to reach its decision. The advisor, if any, will take no part in the decision-making of the Appeal Committee.
- (vi) **Voting Rights:** Only the Chair and members of the Appeal Committee may vote.
- (vii) **Precedents:** although consistency is important, every case shall be considered on its individual merits.

Part 5: Appeal Committee

The President will inform the appellant of the result of their appeal. The President will also inform the student that the Senior Tutor will subsequently supply:

A Completion of Procedures Letter that shall include details concerning: how the student may make a complaint to the Office of the Independent Adjudicator (OIA) and how they may access guidance and/or support in order to follow this course.

Part 6: Appeal Committee

The Senior Tutor shall supply a Completion of Procedures Letter to the student confirming that the internal procedures of the College have been completed. The letter will also contain details concerning:

- (i) Confirmation of the student's right to submit an Application for an Examination Allowance to the University's Applications Committee, without the support of the College; and
- (ii) The student's right to make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA).

The Master reports the Appeal Committee's decision to the Governing Body.

Annex C

Related University Policies and Procedures

The University publishes a number of policies and procedures related to specific issues which may be helpful. These are available via <http://www.admin.cam.ac.uk/offices/hr>

These include the following: Dignity at Study; Dignity at Work; Child Protection; Equal Opportunities; Gender Equality; Race Equality; and Disability.

University policy on misconduct in research may be relevant and can be found at:

<http://www.admin.cam.ac.uk/offices/research/Research/Misconduct.aspx>

Information about University student complaint and review procedures can be found in the University Student Handbook:

<http://www.cam.ac.uk/staffstudents/studenthandbook/complaints.html>

Additional links

From Report to Court - a handbook for adult survivors of sexual violence: <http://rightsofwomen.org.uk/wp-content/uploads/2014/10/PDF-of-From-Report-to-Court-a-handbook-for-adult-survivors-of-sexual-violence.pdf>

Annex D

Contacts

University Counselling Service

Professional counsellors and therapists.

2-3 Benet Place, Lensfield Road, Cambridge CB2 1EL Tel: 01223 332865

Email: reception@counselling.cam.ac.uk <http://www.counselling.cam.ac.uk/>

CUSU (Cambridge University Students Union)

Information, advocacy, resources and support to enable understanding of your options as they relate to College and University procedures.

Old Examination Hall, Free School Lane, Cambridge CB2 3RF Tel: 01223 333313 (Fax: 01223 333179)

Email: info@cusu.cam.ac.uk

<http://www.cusu.cam.ac.uk/>

Disability Resource Centre

Information and advice on disability issues.

Keynes House, Trumpington Street, Cambridge CB2 1QA Tel: 01223 332301 (Textphone: 01223 764085)

Email: ucam-disability@lists.cam.ac.uk <http://www.admin.cam.ac.uk/univ/disability/>

Graduate Union

17 Mill Lane, Cambridge CB2 1RX

Tel: 01223 333312

<http://www.gradunion.cam.ac.uk/>

Linkline

Helpline run by students for students: full term only, 7pm-7am.

21 Jesus Lane, Cambridge CB5 8BQ Tel: 01223 367575 or Network (7)44444.

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<http://www.linkline.org.uk/>

NHS Direct

24-hour medical advice and information helpline.

Tel: 0845 4647

<http://www.nhsdirect.nhs.uk>

Police (Cambridgeshire)

Tel: 18000 (emergencies); 101 (for local officers/ non-emergency calls); 0845 456 456 4 (non-emergency enquiries)

Rape Crisis

Information, advice, support and email support to all who have suffered rape, sexual abuse, and for those persons supporting victims whether any or all of these self-define as women, including (if they wish) those with complex gender identities which include 'woman', and those who experience oppression as women. Trans men and non-binary trans people will receive advice on redirecting their concerns and enquiries to other appropriate services and organisations.

Box R, 12 Mill Road, Cambridge CB1 2AD.

Helpline tel: 01223 245888

<http://www.cambridgerapecrisis.co.uk>

The Samaritans (Cambridge Branch)

Befriending helpline for those in crisis or despair.

4 Emmanuel Road, Cambridge CB1 1JW.

24-hour helpline: 01223 364455 or 08457 909090 <http://www.samaritans.org.uk>

SurvivorsUK

Support and guidance for male, trans and cis-gendered survivors of rape or sexual abuse.

1 Queen Anne Terrace, Sovereign Court, The Highway, London E1W 3HH

08451221201

www.survivorsuk.org/

Galop

London's LGBT anti-violence & abuse charity, independent, community-led, unconnected to the Police. Galop gives advice and support to people who have experienced biphobia, homophobia, transphobia, sexual violence or domestic abuse. The charity also supports lesbian, gay, bi, trans and queer people who have had problems with the police or have questions about the criminal justice system. Contact may be made anonymously if desired.

Tel: 020 7704 2040

<http://www.galop.org.uk/>