

Staff Procedures on Addressing and Preventing Bullying, Harassment and Sexual Misconduct

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1. Procedures Title

- 1.1. Staff Procedures on Preventing and Addressing Bullying, Harassment and Sexual Misconduct.
- 1.2. These procedures should be read alongside the [Staff Policy on Preventing and Addressing Bullying, Harassment and Sexual Misconduct](#).

2. If you experience bullying, harassment or sexual misconduct: Informal Steps

- 2.1. We strongly encourage you to report unacceptable behaviours including bullying, harassment or sexual misconduct if they were directed at you, or if you were affected by, or witnessed the behaviours being directed towards someone else. This applies regardless of whether you want support only or to discuss further action.
- 2.2. If you are being harassed or bullied, in the first instance you are encouraged to speak with your manager to raise your concerns and discuss potential options as to how these might be best addressed. These could include:
 - Discussing your concerns directly with the other member of staff or their line manager.
 - A referral to the mediation service.
 - Facilitated conversations.
 - Progression to a formal procedure.
- 2.3. An employee affected by bullying, harassment or sexual misconduct may wish to resolve the behaviour informally if they feel this to be appropriate and/or it is a one-off occurrence and not considered serious.
- 2.4. Your manager may also wish to seek guidance from HR on appropriate next steps.
- 2.5. If your concerns are about your manager, you should speak with your Head of School/Service or a HR Manager.
- 2.6. You can make a disclosure through a disclosure form on the [Report + Support platform](#). You can also share what has happened anonymously. If you choose to provide an email address or other contact details, an appropriate person in the University - which may be

an independent HR Manager - will discuss with you in confidence to help you consider options and support.

3. If you experience bullying, harassment or sexual misconduct: Raising a formal complaint

3.1. If through discussion with your manager or Head of School/Service a resolution has not been reached or the discussion has not led to a satisfactory resolution for you, the matter may be raised through the relevant formal procedures including:

- [Grievance Procedure](#)
- [Conduct procedure](#)

3.2. The University of Leeds recognises it is for the person affected to determine the preferred pathway for resolution, and that engaging in informal resolution is not a barrier to bringing a formal complaint later.

3.3. However, the University may have a legal obligation to take action, for example because of a safeguarding concern.

4. Outcome of a formal complaint/conduct case

4.1. The Reporting Party will be told whether their complaint has been upheld or not.

4.2. If the complaint is not upheld information may be shared with the Reporting Party to provide context to the decision, and to minimise any adverse effects in accessing their work environment, where possible, but there may be limits to the information about the consequences to the Reported Party that can be shared with the Reporting Party.

4.3. The Reporting Party will be asked to respect confidentiality about the outcome and any information shared.

5. Support Available

5.1. The University of Leeds is committed to providing support for members of its community affected by these issues. Support information is outlined [on the intranet](#) and includes internal and external support providers.

5.2. Staff who receive a report or disclosure should direct the reporting party to the support available.

6. Victimisation

6.1. The University will not tolerate any form of victimisation against someone who has raised a complaint, or supported a complaint, or for cooperating in an investigation, or challenging unacceptable behaviour, or in each case is believed to have or is believed to be likely to take such steps.

6.2. If a formal complaint of victimisation is made about an employee's behaviour it will be fully investigated and dealt with in accordance with the relevant conduct/disciplinary procedures. Aggravating factors, such as abuse of power, will be considered when deciding what disciplinary action to take.

7. False, bad faith or misleading complaints

7.1. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited. If a complaint is found

to be false, misleading or in bad faith, it will be dealt with in accordance with the relevant conduct/disciplinary procedures.

8. Confidentiality

- 8.1. Confidentiality is very important in dealing with cases of alleged unacceptable behaviour. The Reporting Party, the Reported Party and staff handling the report should only divulge information to relevant people on a 'need-to-know' basis.

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