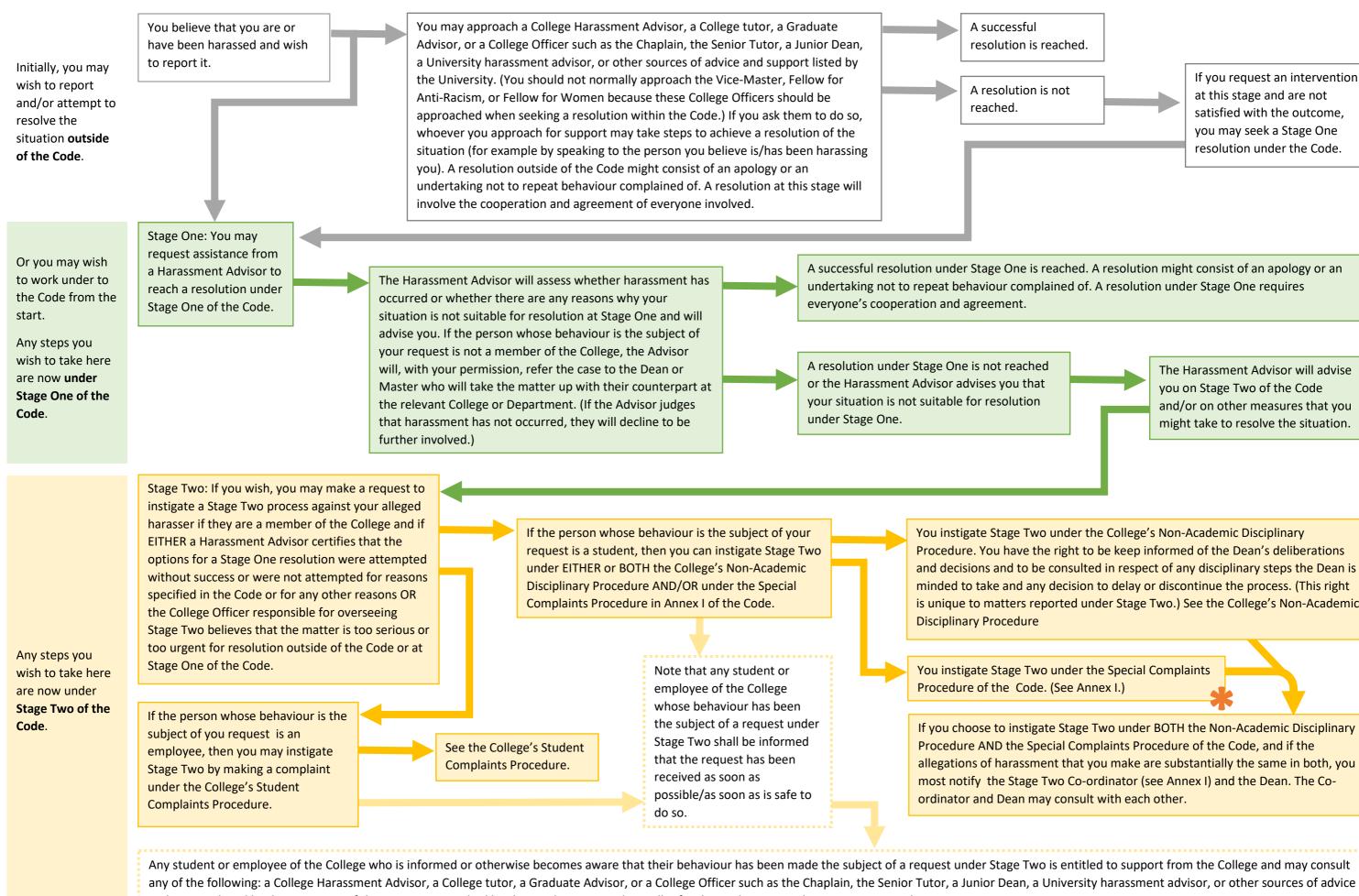
## University College's Code for Preventing and Responding to Harassment: a student guide



and support listed by the University. If the person approached has been advising you, they will refer the student or employee to someone else.

If you request an intervention at this stage and are not satisfied with the outcome, you may seek a Stage One resolution under the Code.

The Harassment Advisor will advise you on Stage Two of the Code and/or on other measures that you might take to resolve the situation.

Procedure. You have the right to be keep informed of the Dean's deliberations and decisions and to be consulted in respect of any disciplinary steps the Dean is minded to take and any decision to delay or discontinue the process. (This right is unique to matters reported under Stage Two.) See the College's Non-Academic

If you choose to instigate Stage Two under BOTH the Non-Academic Disciplinary allegations of harassment that you make are substantially the same in both, you most notify the Stage Two Co-ordinator (see Annex I) and the Dean. The Co-

## Annex I: The Special Complaints Procedure of the Code for Preventing and Responding to Harassment: a student guide

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<b>Instigating</b> the Special Complaints Procedure.	You instigate Stage Two under the Special Complaints Procedure of the Code. You make your complaint in writing and address it to the Vice-Master, Fellow for Anti-Racism, or Fellow for Women. The person who receives your request will serve as the Co-ordinator. You may alternatively write to request an alternative suitable person to act as Co-ordinator. Reasonable steps will be taken to accede your request.	w m th yc fo su
	The Co-ordinator identifies an Investigator. You and the other student will be informed of the identity of the proposed Investigator before they are appointed, and you will both be given a reasonable opportunity to	th wi
The <b>investigation</b> stage of the Procedure.	object to the appointment. If there are objections, the Co-ordinator will appoint an alternative Investigator if they deem it to be appropriate to do so. The Investigator conducts the investigation. There is no time limit, but it will be conducted as expeditiously as possible. The Investigator may request additional information and documents from you or any other person. By accepting the appointment of an Investigator under this code, you are consenting to all such inquiries. You and the other student will be given a reasonable opportunity to speak in person to the	Within 10 the Invest and the o You and t
	Investigator during the investigation, and the Investigator will put the substance of your complaint to the other student with a degree of detail sufficient to allow the student to make an adequate response.	Once the the report
	whether further action should be taken against the other student.	Witterine
	receiving the Investigator's under the College's Non-Academic Disciplinary Procedure (or under the inherent powers of the Dean preserved by that Procedure) AND/OR by the Domestic Bursar under the College's Accommodation Agreement. If the Co-ordinator refers	The Co-ordinator
	The Co-ordinator decides that no further action is to be taken. If either you or the other student are aggrieved by the process or the outcome this Special Complaints Procedure, either of you may make a complaint against College under the College's Student Complaints Procedure.	

thin 5 working days the Co-ordinator will (i) review the tters set out in your complaint and determine whether y are covered by the Code; (ii) acknowledge receipt of ar complaint and confirm whether an investigation will ow under the Code; (ii) notify the student who is the bject of your complaint (hereafter 'the other student') t a complaint has been made and that an investigation I follow.

working days from the completion of the investigation, gator will produce a report and provide it to both you her student along with supporting documentation.

e other student both have 5 working days from receipt o submit comments or objections in writing to the or.

days elapse, the Investigator provides supporting documentation, and any sponses received to the Co-ordinator.

## efers the matter to a Non-Academic Disciplinary Panel.

Co-ordinator refers the matter to the Domestic Bursar.

The Co-ordinator refers the matter to the Dean.