

# UNIVERSITY OF LONDON UNION (ULU)

## SEXUAL HARASSMENT

### GRIEVANCE PROCEDURE

1. If you have a grievance relating unwelcome behaviour of a sexual nature by another student, staff or visitor at ULU including but not limited to:
  - (a) leers,
  - (b) whistles,
  - (c) honks,
  - (d) kissing noises,
  - (e) non-sexually explicit evaluative comments,
  - (f) vulgar gestures,
  - (g) sexually charged comments,
  - (h) flashing,
  - (i) stalking,
  - (j) public masturbation
  - (k) sexual touching
  - (l) assault;

you should, in the first instance, report it to a member of ULU staff. They will discuss your concerns with you in confidence, make discreet investigations, and attempt to resolve the matter speedily and fairly.

If the issue involves a staff member you should ask to speak to the immediate line manager, the Administrative, Staffing and Performance Manager.

2. If your grievance can not be resolved to your satisfaction informally please write to your immediate line manager or the Administrative, Staffing and Performance Manager (as appropriate) setting out your grievance and the basis for it and request a meeting under the Grievance Procedure. If you initiate the Grievance Procedure the matter will be addressed as confidentially as possible.
3. Time limits expressed below may be extended at the discretion of ULU where reasonably necessary to facilitate ULU's investigations. If you request an extension to the time limits so you can gather evidence or make representations, ULU's will not unreasonably withhold agreement. Where possible, agreement will be sought between ULU and you as to the limit of any extension in time.

4. You are entitled to be accompanied by a fellow ULU Sabbatical officer at any meeting held in accordance with this procedure. At least 2 working days prior to the meeting taking place, you should advise the relevant manager or the Administrative, Staffing and Performance Manager (as appropriate) as to who will be accompanying you to the meeting. ULU will provide a suitably competent individual to take notes and assist with the procedure.

### **Stage 1**

5. Following your verbal report, the member of staff may ask you to fill out a grievance form in order to document the incident for future reference.
6. Administrative, Staffing and Performance Manager may arrange a preliminary meeting with you to understand the grievance and to obtain, where appropriate, further explanation or information from you. A suitably competent Stage 1 Reviewer will be appointed who has not been involved in the case. Depending on the grievance raised, an initial investigation may be undertaken before a formal meeting takes place.
7. You will be invited to a formal grievance meeting at which you will be asked to present your concerns and discuss the relevant evidence. Following the meeting the Stage 1 Reviewer will then come to a recommendation, which will be communicated to you in writing within 5 working days of the meeting.
8. If you believe that the recommendation has not resolved your grievance to your satisfaction you have the right to pursue the matter further through an appeal. Your appeal should summarise your concerns and why you feel that they were not resolved at Stage 1. Your appeal should be made in writing to General Manager within 7 working days of you receiving the outcome of Stage 1.

### **Stage 2**

9. On receipt of your appeal, the Administrative, Staffing and Performance Manager will arrange for you to meet with a suitably competent Stage 2 Reviewer, who has not been involved in the case, to discuss the grounds for your appeal. The Reviewer will be from, where reasonably practicable, the next level of management above the Stage 1 Reviewer. The meeting will normally be held within 10 working days of receipt of your appeal by the General Manager. The Stage 2 Reviewer will subsequently make his/her decision and notify you within the next 5 working days. The Stage 2 Reviewer's decision will be final.

