

Dignity at Work Policy and Procedures

The University is committed to creating and maintaining an environment for work and learning which is free from all unlawful forms of discrimination. The central authorities of the University regard racial, sexual and disability harassment and bullying as wholly unacceptable behaviour. A code of practice, with advice to students, is reproduced in the University booklet *Dignity at Work*, which can be consulted in Tutorial Offices in Colleges or in the Administrative Offices in the Cavendish. An extract from this document defining what is covered by this policy is included at the end of this document. Full details of the policy and procedure can be found at <http://www.admin.cam.ac.uk/offices/personnel/policy/dignity/>

Undergraduate Students

Any student who feels they are being harassed or bullied is encouraged to seek advice. The Department of Physics has appointed two advisors who are available to students for guidance and support:

Dr Bill Allison, Room 413B & Tel: 37416, E-mail: wa14@cam.ac.uk
Ú![-Val Gibson, Room 958 & Tel: 37373, E-mail: gibson@hep.phy.cam.ac.uk

Advice may also be obtained from College Tutors and a list of other advisors within the University is given in the *Information and Regulations* booklet.

Postgraduate Students

Any student who feels they are being harassed or bullied is encouraged to seek advice. The recommended procedure to be followed is as follows:

Problems should be taken up with the Supervisor in the first instance. Students should also have access to a second supervisor/mentor.

If the problem cannot be dealt with through these people, then the following may be approached preferably in this order:

- Head of Group;
- Alison Dann (Graduate Student Secretary)
- Robert Hay (Academic Secretary of the Department);
- Professor Ræ ^•Úcã|ã * Á(Head of Department);
- University Dignity at Work contacts / Personnel Division contact (see University Policy for details)

Tutorial support is also available through the college system.

Staff

Any member of staff who feels they are being harassed or bullied is encouraged to seek advice. Problems should be taken up with the Supervisor or Line Manager in the first instance. If the problem cannot be resolved in this way, then the following may be approached preferably in this order:

- Head of Group / Section;
- Robert Hay and David Peet (Secretaries of the Department);
- Professor James Stirling (Head of Department);
- University Dignity at Work contacts / Personnel Division contact (see University Policy for details)

As the University policy indicates, there is a clear progression in the way in which a resolution to any problem may be achieved, from personal action, through informal resolution to formal complaint. It is the Department's intention that in any individual instance all these routes should be considered in order.

Initial contact with any advisors will be treated as confidential. No information about a complaint will be released or taken any further without the person's consent.

Ræ ^•Úcã|ã *

Definitions

In connection with its commitment to promoting positive behaviour and fostering the dignity of all members of the University community, the University upholds its obligation to protect staff and other members of the University community from inappropriate bullying, harassing or discriminating behaviour, and from all inappropriate conduct on the part of others which has or might have a damaging effect on their health.

In the spirit of the University's positive definitions of dignity at work, behaviour is defined as inappropriate if it is:

- unwanted by the recipient
- perceived by the recipient as violating his or her dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment and
- having regard to all the circumstances, including the recipient's perception, the behaviour could reasonably be considered as having that effect

Inappropriate behaviour includes a number of specific behaviours (e.g. bullying; harassment on account of sex (including gender reassignment), race, ethnic or national origin, colour, disability, sexuality, religion or belief, or age).

This definition applies whether or not there was an intention to cause the effect.