

HARASSMENT POLICY OF MANSFIELD COLLEGE OXFORD

Adopted by Governing Body on 7 June 2023, to include JCR suggestions on consultation draft, and subsequently updated with current sources of advice on 22 November 2023.

Core Values underpinning this Policy

(contained in the College Strategy adopted 10 June 2020):

- We strive to foster an inclusive community based on equality and respect.
- We nurture the well-being of all members of our community, and aim to provide a stable, secure, respectful and fair workplace to all our academic and non-academic workers.

Who this policy is for

All members of the College community – staff, students and alumni – and its visitors and contractors are entitled to be treated with respect, courtesy and consideration.

We expect all members of the College community and its visitors and contractors to treat each other with such respect, courtesy and consideration, and without harassment or victimisation.

Definitions of Behaviour Covered By This Policy

We use the same definitions of behaviour as in the Oxford University Harassment Policy.

1. A person subjects another to harassment by engaging in unwanted and unwarranted conduct which has the purpose or effect of:
 - violating another person's dignity, or
 - creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

Behaviour which violates these standards contravenes this policy, whether or not the subject of it has stated that the behaviour was unwanted.

2. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

3. Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

4. The College seeks to protect any member of the College community from victimisation, which is a form of misconduct which may itself result in a disciplinary process. The College will regard as victimisation any instance where a person is subjected to detrimental treatment because that person, in good faith:

- made an allegation of harassment, or
- indicated an intention to make such an allegation, or
- assisted or supported another person in bringing forward such an allegation, or
- participated in an investigation of a complaint, or
- participated in any disciplinary hearing arising from an investigation, or
- taken any other steps in connection with this Policy and Procedure, or
- is suspected of having done so.

Sources of advice and welfare support

A person who feels harassed, or an alleged perpetrator of, may want advice or support about the options open to them, or may want to seek welfare support.

Sources of Advice & Welfare Support for Students

If you feel you have recently experienced harassment, there are a number of people who are available to help and assist you by clarifying the options open to you assisting you throughout the resolution of your concerns, whether formally or informally.

College Tutors, Welfare Advisors and Dean

Students who feel harassed can seek advice about the options available to them from the harassment tutors (Derek McCormick (he/him – also **Fellow for Wellbeing and Welfare**) and Katherine Morris (she/her)), or, as appropriate, from the tutor for women (Elizabeth Drummond (she/her)), the tutor for LGBTQ+ students (Ros Ballaster, (she/her)), the tutor for racial inclusion (Helen Mountfield (she/her) or the tutor for disabilities (Andrew Higgins (he/him)). Any of these people can listen to their concerns, and signpost formal or informal routes to resolution, or welfare support.

Welfare support is available from the Head of Wellbeing and Welfare, Sarah Beattie (she/her), or the Chaplain, Rev Nathan Mulcock (he/him) who can also refer you to University, or external sources of welfare advice and support.

The Dean, Professor Andrew Higgins (he/him), can also advise you on how to make a formal complaint under the College's Disciplinary Procedures or, if the person complained about is from another College, the Dean of that College or the Proctors' Office.

Peer Support

You could also discuss this informally with [Peer Supporters](#), [Peers of Colour](#) or [Rainbow Peers](#) or the [Oxford SU Student Advice Service](#).

The University's Sexual Harassment Advice and Support Service

The University's [harassment advisor network](#) has advisors available to talk through your situation. The advisor can help you decide on the best way to deal with the behaviour and will clarify the options available to you. A number of named advisors are available to who identify as black minority ethnic, or LGBTQI+.

If a student is concerned about sexual harassment or assault, they can seek advice from the University's Sexual Harassment Advice and Support Service: [Sexual Harassment and Violence Support Service | University of Oxford](#). In case of physical assaults where a person may wish to preserve evidence, a Sexual Assault Referral Centre can offer integrated support and advice at an early stage. See: <https://www.solacesarc.org.uk/>

Through the Sexual Harassment and Violence Support Service, students can access support from a Specialist Caseworker or our University ISVA (Independent Sexual Violence Advocate). Both offer confidential face-to-face or online appointments to students who have experienced any form of sexual violence or sexual harassment (at any time, whether it happened at Oxford or not), and Specialist Caseworkers can also support students who have experienced domestic/relationship abuse and stalking. These services offer tailored support to the individual needs of the student, practical guidance on policies and processes following an incident, and are able to signpost to ongoing and specialist support. Our ISVA also offers 'informed choice' sessions to support students who are considering reporting what happened to the police.

Sources of Advice & Welfare Support for Staff

Non-academic staff who feel harassed and want advice can raise this with their line manager, or seek advice from the Head of Human Resources, Daphne Gasana. If their concern is about their line manager or Daphne Gasana, they can raise it with their line manager's line manager or the Principal, Helen Mountfield.

Academic staff who feel harassed and want advice can raise this with the Senior Tutor or the Head of Human Resources.

Please see below (Routes for Making a Formal Complaint) for the situation if a person's concerns are about the Head of Human Resources, a person senior to her, or the Principal.

External helplines

Students or staff can also receive support via national helplines / text or web chats:

Rape Crisis England and Wales (24/7 support line)

Helpline: 0808 500 2222

Online chat: <https://247sexualabusesupport.org.uk/>

The Survivor's Trust

Helpline: 08088 010818

Text: 07860022956

Accused of harassment?

The sources of support and advice set out above are also available for people who are accused of harassment. Students can contact a local Harassment advisor or (for reports of a sexual nature): caseadvice@admin.ox.ac.uk.

If both a person complaining of harassment and person complained about need welfare support, the welfare team or the Human Resources team (as the case may be) will make sure that an advisor is available for both people and that confidentiality is preserved.

Mediation and Informal Resolution

The University has a Student Resolution Service which can help students in conflict seek an informal or mediated resolution, by speaking to them in a safe and supported way. Details of the SRS are here:

<https://www.ox.ac.uk/students/welfare/harassment/student-resolution-service>.

Any student or staff member can make a confidential enquiry via e-mail to mediation@admin.ox.ac.uk. This service is not appropriate for cases of serious harassing behaviour or criminal conduct.

Routes for Making a Formal Complaint

The route for making a formal complaint of harassment depends upon whom the complaint is about. A person complaining about harassment can expect the fact of this complaint to be treated in confidence at the point of seeking advice and considering whether to pursue a formal remedy. They will receive advice about when, and at what stage, and to whom a complaint would need to be communicated if it is to be pursued, and the choice of how to proceed in the light of that advice is a matter for them to decide for themselves.

If a complaint is about a member of Mansfield staff

Any person wishing to complain about harassment by a person in the course of their work for Mansfield College, whether as an employee or an independent contractor, or as a guest of a member of staff or contract of College, should normally initially raise the complaint with the Head of Human Resources, Daphne Gasana, who will explain how to initiate the

disciplinary procedure for staff and who will consider a complaint about a member of staff. The staff disciplinary procedure is [23. Staff Disciplinary Procedure.pdf](#).

If the complaint is about a member of staff senior to the Head of Human Resources (Bursar, Senior Tutor or Development Director), or the Head of Human Resources, or if there is any particular reason why a person wishing to complain does not wish to start with the Head of Human Resources, they can seek advice from the Principal or the Senior Fellow or the Second Senior Fellow (Professors Ros Ballaster (she/her) and Stephen Blundell (he/him)).

If the complaint is about the Principal, the person wishing to complain can raise this initially in confidence with the Head of Human Resources or one of the two Senior Fellows.

If a complaint is about a student or guest of a student

Any person wishing to complain about harassment by a student of Mansfield College or a guest of a student of Mansfield College should initially raise the complaint with the Dean, who will explain how to initiate the non-academic discipline procedure for students. The non-academic discipline procedure for students is [16. Disciplinary Procedure and Code.pdf](#).

A person wishing to complain about a student of the University who is not a member of Mansfield may wish to complain through the Proctors or through the Dean of the College to which the student is affiliated. The Dean (of Mansfield) will be able to advise on how to bring such a complaint.

If a complaint is about an alumnus

Mansfield has a Code of Conduct for alumni in the context of their interactions with College. If anyone, whether a member of staff, student, guest or fellow alumnus, has a complaint about the behaviour of a Mansfield alumnus while on College premises or in connection with the College, they should raise the complaint through the Principal. The link to the Code of Conduct for alumni is [24. Alumni Code of Conduct Policy.pdf](#).

If a complaint about a University employee who is not linked to Mansfield

If anyone has a complaint about harassment by a member of University staff who is not linked to Mansfield, they should consult the Oxford University harassment policy which is here <https://edu.admin.ox.ac.uk/university-policy-on-harassment>.