

Queens' College Cambridge

Procedures for Dealing with Alleged Sexual Harassment

1. Introduction

1.1. These procedures are for dealing with complaints of sexual harassment by any person whatsoever (the complainant) against any member of the College (junior or senior).

1.2. Any complaints which are made against any member of the College staff will not be considered within these procedures. It is expected that such a complainant will make complaints to a College Officer (most probably a Tutor) and that the College Officer will then liaise with the College Officer responsible for the member of staff and the Senior Bursar. The appropriate procedures for dealing with members of staff in accordance with their contracts of employment will then be invoked.

2. Complaints

2.1. It shall be published and made generally known that anyone who wishes to make a complaint against a member of the College (junior or senior) should see either a Tutor or the Dean or the College Nurse. This person shall essentially have a pastoral role and will have no responsibility for investigating the complaint. However where the complainant (after reporting the matter to the Tutor or the College Nurse) so wishes the complaint shall be sent to the Ombudsperson appointed by the Governing Body for investigation.

3. The Ombudsperson

3.1. The Governing Body will appoint annually a senior member of the University (preferably female) as an Ombudsperson; she or he shall be external to and independent from the College. That person shall have referred to her or him any complaints which may have been communicated to Tutors or to the College Nurse of sexual harassment.

3.2. The external appointment of this Ombudsperson shall be noted in College Regulations. The Governing Body shall give her or him jurisdiction to investigate complaints made against members of the College; she or he shall be given powers to conciliate and settle them wherever possible. He or she will not have jurisdiction to investigate complaints made against College Staff (which will be dealt with by the existing disciplinary procedures).

3.3. The method of investigation which the Ombudsperson will use will be left entirely to her or his discretion. Nevertheless she or he will act with the complete authority of the Governing Body.

3.4. In each and every case the Ombudsperson shall report the outcome of her or his enquiries to the President or to the Vice-President as she or he sees fit. The President or Vice-President will then bring the matter before the Governing Body if he or she believes it is appropriate or necessary.

3.5. The procedures for disciplinary action concerning Fellows are governed by Statutes. The President may refer disciplinary procedures for junior members of the College either to the Governing Body as a whole or to the Tutors. The President will have responsibility for ensuring that all those involved in any complaint are fully aware of the outcome of these procedures.