



Homerton College Cambridge
Policy on Dignity at Work and Study
Information for Students

Homerton College is committed to protecting the dignity of students as members of its community in their work, their study, and their interactions with each other.

The College recognises that to work and study effectively people need a climate in which they are respected and valued for their contribution to work and study, irrespective of their sex (including gender reassignment), marital, parental or partnership status, race, ethnic or national origin, colour, disability, sexuality, religion or belief, or age. The College recognises its duty of care to students in this respect.

All members of the College share this duty, and especially those who have some responsibility for other members. The College expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of this community have the right to expect such behaviour from others, and a corresponding responsibility to behave in this way towards others.

There is a need nevertheless for procedures to deal with particular inappropriate behaviour, including bullying, harassment, victimisation, or discrimination, in an informal context as well as that of work or study, which may have a damaging effect on the well-being of individuals within the College.

The College views behaviour as inappropriate if it is reasonably perceived by the recipient as violating his or her dignity or as creating an intimidating, hostile, degrading, humiliating or offensive environment.

If any student feels uncomfortable as a result of the perceived inappropriate behaviour of a member of the College's staff or another student, the best resolution may well be by means of an informal discussion, with support if necessary from any of the following: fellow-students, the student's Tutor, the Senior Tutor, a Graduate Tutor, or Pastoral Tutor, any College Officer, a Welfare or Diversity Officer of the Homerton Union of Students.

If the difficulties cannot be resolved informally then a formal complaint may be made as described in Schedule 4.2 to the College Ordinances (Student Complaints Procedure), which is available on the College website and should be read in conjunction with this advice.

Informal advice for students

If you feel you are being harassed or bullied:

You should keep a record of the incidents which are causing you distress.

Before deciding what to do about the situation, you may find it helpful to seek confidential help and advice. Many people find it difficult to think clearly about a situation which is causing them distress. Discussing the problem with someone else, such as a fellow student, HUS Welfare Officer, your Tutor, or the Pastoral Tutor, gives you an opportunity to analyse how you feel about it, what effect it is having on you, and what you believe is needed to solve the problem.

Discussion with your Tutor or Pastoral Tutor will normally be strictly confidential, and further action involving you will not be taken without informing you. You should be aware there are limits to confidentiality. If you state that you do not want any further action to be taken, you may be asked to confirm this in writing. Action of some kind may, however, still need to be taken to protect you or others, although every effort will be made to maintain confidentiality.

If you are unhappy with somebody's behaviour towards you and feel able to tell this person how you feel and what you would like to see changed, either face to face or by letter, this may resolve the situation.

Even if you are able to resolve the situation yourself, you may wish to inform your Tutor or a College Officer so that they are aware of any situation or incident which could cause future difficulties.

If the behaviour which is causing you distress involves messages or offensive material sent to you by computer and you cannot identify the source, you can contact the College's Computer Officer for help, either directly or through your Tutor; if the source is outside the College then you, your Tutor or the College's Computer Officer can send an email to confidential@ucs.cam.ac.uk, which will be dealt with by a senior member of the Computing Service.

This statement complements the CUSU and Homerton Union of Students statements:

Zero Tolerance to Sexual Harassment – www.husjcr.co.uk

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