# Staff Procedure for reporting Sexual misconduct, assault and harassment

GBS is committed to providing a positive and safe environment for all students and staff to study, live and work. We will not tolerate any form of sexual assault or sexual misconduct.



- If you have sufferred a sexual assault, sexual misconduct, or harassment, or if you are worried about a person or a situation, please talk to us:
- For Staff: You may use our confidential reporting tool SpeakUp;
- •You may also speak with your line manager, HR, or any trusted colleague.
- •We will listen, support you, and make sure you get the help you need.
- All disclosures will be handled with care and confidentiality.

## Report

- •If you experience or witness sexual harassment, we encourage you to **report it**. If you choose to do so, we will support you
- We will meet with you to listen and understand what happened, and then review the information to determine whether a formal investigation is required.
- Where needed, we will put protective measures in place to ensure your safety and wellbeing. If you would like to report the incident to the police, we can help you with that process as well.
- While we will support you at every step, it is your responsibility to report any incidents of sexual harassment you witness or experience immediately using the above tools

#### . Investigation

- We will **investigate** your report, assess any evidence and discuss the incident with the other party and any witnesses. If an incident is being investigated by the Police, GBS will support their investigation, whilst providing support to involved parties.
- •If the incident involves a third party (e.g. a contractor, Partner Organisation, or venue not under GBS' direct control), it will become the responsibility of that third party to investigate. However, GBS will fully cooperate with their process and continue to support any GBS staff or students affected
- The investigation will be kept **confidential**. During the investigation, we will continue to provide **support** to all those involved, and any necessary protective measures will continue.

## Finding

- The appointed investigator will decide whether any breaches of our policies have taken place.
- If the investigator determines that breaches have occurred, the investigation report will be passed, where appropriate, to the Senior Employee Relations Manager for action and Head of HR for oversighht and decison making.

### Action

- Where breaches of our policies have occurred, we will take appropriate disciplinary action.
- This might involve a formal written warning, summary dismissal, and where necessary, the perpetrator could be banned from campus or expelled from GBS.
- •Support will be provided to ensure your safety and well being

This is a summary only. For full details, please see 'Life Portal – or click links below:

Anti-Harassment and Anti-Bullying Policy and Procedure.pdf; Staff Grievance Policy.: Staff Disciplinary Policy