You can assist by

- **Being aware** of inappropriate behaviour and alert to its consequences.

- **Setting a good example** by making sure your own behaviour does not cause offence or misunderstanding.

- **Making a stand**, when possible, against inappropriate behaviour whether you are personally involved or by supporting a colleague.

Members of senior staff have a particular responsibility for ensuring that work areas are free from unacceptable behaviour. You can do this by ensuring you keep up to date with legislation, attend relevant training, be champions and role models, and proactively work with staff and students to promote a productive and fulfilling work and learning environment.

**What to do**

if you are being subjected to harassment or other inappropriate behaviour:

- You can ask the person to stop. It may be that the person does not realise that they are causing offence. Letting them know can resolve the problem.

- You can ask for help by contacting Human Resources, your union representative, or arranging a confidential meeting with a Harassment Support Contact by visiting [www.imperial.ac.uk/hr/procedures/complaints/harassment/supportcontacts](http://www.imperial.ac.uk/hr/procedures/complaints/harassment/supportcontacts).

- Please see our Policy, *Respect For Others—Harassment, Bullying and Victimisation* for guidance on how to resolve problems should they occur. Please visit [www.imperial.ac.uk/hr/procedures/complaints/harassment](http://www.imperial.ac.uk/hr/procedures/complaints/harassment) to read this Policy and for more information on sources of help. Further information on College equalities and diversity policies can be obtained from Human Resources, Registry, your trade union representative and Imperial College Union.

www.imperial.ac.uk

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Dear Colleague

The College is committed to providing an environment within which all members of the College community are treated with dignity and respect.

It is our intention to encourage all members of staff and students to behave appropriately at all times and any form of behaviour which causes offence, whether intentional or not, will be treated very seriously.

It is the responsibility of all of us to ensure that the College is a place where staff and students can contribute fully to the life and work of the College, where the dignity and self-esteem of individuals is respected and which ensures that they are free from harassment.

Sir Roy Anderson
Rector, Imperial College London

Unacceptable behaviour can include

**Racial harassment**, which can be any hostile or offensive act or expression by a person of one racial or ethnic origin against another. Examples can include offensive remarks about dress, culture or customs, inappropriate displays of posters and emblems, and ridiculing, or fostering hatred and/or prejudice towards individuals of particular ethnic groups or religions.

**Sexual harassment**, which stems from the inappropriate introduction of sexual activity, innuendo or comments. This can include questions or remarks about a person's sex life, unwanted sexual advances, displays or distribution of pornographic or sexually suggestive material.

**Harassment on the grounds of actual or perceived sexual orientation**, which can include homophobic remarks or jokes, threats to disclose a person's sexuality to others, and offensive behaviour/abuse relating to HIV or AIDS status. Sexual orientation refers to an individual's orientation towards persons of the same sex, persons of the opposite sex, or persons of the same or opposite sex. The term does not just refer to lesbian, gay or bisexual people; heterosexual people are also included.

**Harassment on the grounds of religious belief**, which can include jokes or insults about items of clothing, religious artefacts, religious beliefs or rituals.

**Harassment on the grounds of disability** can take the form of individuals being ignored, ridiculed or denied opportunities because of mistaken assumptions about their capabilities.

**Harassment on the grounds of age** can include jokes or insults about someone's age, singling someone out for different treatment, and making unsubstantiated assumptions about performance or potential based on age (at either end of the age spectrum).

**Bullying** is the exercise of power over another person through persistent, negative acts or behaviour that undermines an individual, personally and/or professionally. Bullying can take the form of persistent shouting, sarcasm or derogatory remarks; it can be constant criticism, disparagement, threatening, insulting, abusive or intimidating behaviour.

**Victimisation is unlawful and is a disciplinary offence.** The College will not tolerate victimisation or discrimination against current employees or those who have left, e.g. by refusing to give a reference because of an objection to a person's sexual orientation, or because a person has made a complaint of racial harassment.