

Overview of our formal process (Ethical Behaviour Policy)

Actions for the manager or other senior person managing this process.

Formal complaint made

After reflecting on the situation using the tools in Step 2, the person making the complaint has decided the behaviours are unacceptable and reports them.

Formal complaint received

Follow the Ethical Behaviour Policy formal process

Inform the subject of the complaint as soon as possible after a complaint has been received.

Support everyone involved and maintain privacy.

Decide if you need to take interim measures to ensure the safety and welfare of the people involved.

Where appropriate: Investigator appointed and investigation takes place

Commission the investigation

Terms of reference given to the investigator by the HR Director.

Investigator interviews all parties and any witnesses, and reviews any relevant documentation to determine the facts.

Investigator provides the HR Director with the full facts of the case.

Next steps

Based on the report submitted the HR Director will consider options

- No disciplinary action
- Informal action (improvement notice)
- Disciplinary action

Reintegration and repair

Consider steps for reintegration and repair depending on the outcome.

Check in with all parties

Continue to monitor the wellbeing of all involved parties. Ensure new ways of working are in place and sustainable.

Note to reader. This guide is intended as a resource to help us reduce bullying and other inappropriate behaviour in our organisation, and to support people to resolve these situations. It is not our formal policy, which is available separately on the University website, or on request from HR.