

How to raise concerns about inappropriate behaviour (staff)

Seek **confidential advice** about the best option for you from...

Dignity at Work Contacts (trained staff volunteers)

HR colleague in your area or an HR Business Partner

The person responsible for your work

A trade union representative

Option 1. Raise the issue informally

Either **directly with the other individual** yourself

OR **with the support of a colleague**

If appropriate, mediation or a facilitated conversation may help.

Raising the issue informally may help resolve one-off or minor incidents and stop behaviour escalating

Option 2. Submit a formal complaint

Use the grievance process for your staff category

Can be used for serious instances or repeated patterns of behaviour

You don't need to raise the complaint informally first

Option 3. Raise concerns but choose not to report

Submit an anonymous report to help the University understand prevalence and type of behaviour

Speak confidentially with a line manager or HR colleague

You can choose not to raise a matter for resolution but still make the University aware of the nature of the incident