

Routes for Resolution

If you believe you've experienced a breach of the Dignity, Respect and Inclusion Policy, the following information will help you find sources of support and information, including potential courses of action you could take.

1. Urgent help

If you feel your safety is at risk, you are in crisis or need other urgent help, the below resources are available:

- Emergency services: 999 (or 01273 873333 on campus).
- If you are on campus access [Campus security](#) or the 24-hr [Residential Support](#) team.
- [Brighton & Hove Mental Health Rapid Response Service](#) (MHRRS): 0300 304 0078 (Open 24/7)
- [NHS 111](#) Medical Support & Advice: 111
- [Local Samaritans](#): National phone number, free from any phone 116 123

Victims of harassment who feel unsafe should report to the Police and the University.

Employees who identify a potential criminal offence or safety threat should report to the Police and/or their line manager, who will consult with the Office of the General Counsel.

Individuals reporting to the Police should also inform the University through the formal internal route for proper support and action.

When a **student is reported to the police**, the criminal process takes priority, and internal disciplinary action is usually paused except for necessary precautionary measures.

If a **staff member is reported to the police** and faces a criminal investigation, charge, or conviction, the University may proceed with related disciplinary action before the criminal process concludes.

2. Sources of Support and Information

The University offers support and information via the [Report and Support tool](#).

Students can access [Student Wellbeing Support](#), seek advice and support from the [Students' Union Support and Advocacy Service](#), or a [student representative](#), or speak to an independent member of staff in their School/Faculty such as the Director of Student Experience (DOSE).

Members of **staff** can speak to their manager or another manager, [an HR Business Partner](#), a Trade Union representative, or access the [Employee Assistance Programme](#) or other [Wellbeing Support](#).

3. Courses of Action

The following sets out the main ways to address a breach of the policy, including making a complaint using one of the University's procedures.

It is recommended that issues are addressed at the earliest possible stage. This could be by making clear to the person/people causing offence that their behaviour is unacceptable to you and that you believe it breaches the Dignity, Respect and Inclusion Policy. However, this is not always possible or appropriate and the following set out other routes to address breaches of the policy.

Students

Complaints about a student's conduct will be addressed through the University's [Student Disciplinary Regulation](#). Guidance on reporting student misconduct is available in the [Student Disciplinary Procedures and Guidance](#).

For matters involving staff conduct, request handling as a 'Level 1 complaint' under the [Student Complaints Procedures](#).

For complaints by one student against another, take informal steps under the Student Discipline procedure. Approaches could include Restorative Justice for issues involving another student.

Complaints by students about staff conduct should be submitted as 'Level 2 complaints' through the [Student Complaints Procedure](#) with advice available from the Students' Union.

Formally report allegations of student misconduct under the [Student Disciplinary Procedure](#).

Staff

The University's [Staff Grievance Procedure](#) can be followed for issues relating to other members of staff.

Complaints from staff about student conduct will be handled through the [Student Disciplinary Regulation](#) with guidance in the [Student Disciplinary Guidance for Staff and Students](#).

Visitors/Members of the Public

Visitors to campus and members of the public can use the [complaints procedure for members of the public](#).

Employees of partner organisations on campus

Employees of other organisations on campus should refer to their organisation's processes in the first instance.