

Zero Tolerance To Harassment Policy

The Student's Association shall enforce a strict zero tolerance policy to sexual harassment and discrimination, as defined.

The policy shall protect all members, visitors, and staff in all Students' Association venues.

Definition of sexual harassment includes but is not limited to:

- Unwanted sexual comments (included comments about your body or private life).
- Unwelcome sexual invitations, innuendos, and offensive gestures.
- Wolf whistling, catcalling or offensive sexual noises.
- Groping, pinching or smacking of your body, such as your bottom or breasts.
- Having your skirt or top lifted without consent.
- Someone exposing their sexual organs to you without consent.
- Any other form of unwanted behaviour with a sexual or gender element.

Training

- All staff shall be trained and briefed on the policy.
- All bar and security staff shall receive a briefing on the policy and training on its operations annually during the September training session, or when they join if after September.
- Where possible, efforts will be made to ensure that all security working in the Students' Association are fully aware of the policy and its operations.

Promotion

- The Students' Association shall ensure that the policy is constantly and consistently advertised and promoted to its visitors through various promotional material in all visitor and staff areas.
- The zero tolerance policy logo will be included in all Students' Association event promotional material.
- The policy will have a page on the website containing the written version of the policy, the motion as passed by the Association Councils, and other useful information where appropriate and relevant.
- A poster version of the policy, including the list of unacceptable behavior and procedure to report breaks to the policy shall be displayed in the toilets and entrance to the Students' Association venues.
- The logo and simple information will be displayed as a permanent fixture in reception and on all bars.
- Other promotional materials, such as badges and beer mats shall be used throughout the venues during busy nights.

Reporting an incident

- When a customer wants to report an incident they may do so by speaking to any member of security or staff.
- The staff/security member who receives the report shall pass it to the duty manager (through a supervisor if needs be).
- When a staff member wishes to report an incident, they shall tell the duty manager (through a supervisor if needs be).
- Whilst reports coming from those who believe to be victims shall be taken very seriously, reports from others observing an incident (e.g. staff or other visitors) shall also be seen as equally valid, depending on the context of the situation.
- All reports of behavior deemed unacceptable as stated in the definition must be logged in the incident logbook.

- Students shall also have the opportunity to report incidents through emailing union@st-andrews.ac.uk.

Dealing with a report

- At all times, reports alleging harassment will be treated with sensitivity and discretion by staff. A person reporting harassment will be treated with dignity and respect and their report will be treated seriously.
- On receiving a report of an incident, staff members should take any appropriate immediate action required to restore a safe environment (for example, ensuring that anyone accused of harassment is asked to leave).
- Staff members should then report the incident to their supervisor or the duty manager.
- The duty manager should record details of the incident including location, time, date, names and (if relevant) matriculation numbers of those involved including witnesses, and a brief description of what occurred. The person reporting the incident should be allowed the opportunity to view this record and say whether they believe it is complete and accurate.
- If the person reporting the incident prefers to speak to another member of staff for any reason the duty manager will arrange for another member of staff to record the incident instead.
- If the incident takes the form of a criminal offence, the Association will advise calling the police. The person reporting the incident will be supported to approach the police if necessary.
- Persons who believe they have been a victim of harassment should be given details of the University's Harassment Network (see <http://www.st-andrews.ac.uk/staff/policy/hr/harassmentandbullyingatworkandstudy/appendixb-sourcesofhelpandsupport/>).
- The report of the incident will be forwarded to the Authorised Discipline Officer to be dealt with by the appropriate disciplinary process.
- Persons accused of harassment will be suspended from entry to the building pending the outcome of that disciplinary process.

Investigation and consequences

- When a report of an alleged incident is received, the Association will contact all parties (including those accused) and ask them to give their views on the incident.
- As far as possible confidentiality will be maintained in this process. The normal expectation is that no personal details of the alleged victim will be disclosed to the person accused.
- After investigation the Authorised Discipline Officer will refer the issue for disciplinary action under the relevant procedure.
- Consequences under these procedures will include bans from the premises for any period up to a life ban.
- The Association reserves the right to inform the University of cases of alleged harassment where they believe there is good reason to do so.