**Bullying and Harassment formal notification of complaint form**

**UPR EQ10 Appendix II version 04.0**

Please contact Human Resources, [employeesupport@herts.ac.uk](mailto:employeesupport@herts.ac.uk) or telephone (01707) 284189 if you have any queries about completing this form.

Send a copy of the completed form to the appropriate recipient (see section 6.1 of UPR EQ10 ‘Bullying and Harassment’). Please keep a copy for yourself.

Alternatively, you may send a copy of the form to Human Resources via [employeesupport@herts.ac.uk](mailto:employeesupport@herts.ac.uk) who will share your complaint with the appropriate HR Business Partner for your Strategic Business Unit.

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| 2 | Position | **Click here to choose** |
| 3 | Strategic Business Unit (SBU) | **Click here to choose** |
| 4 | Home Address |  |
| 5 | Contact Details  Work Number:  Home Number:  Mobile Number:  Email: |  |
|  |
|  |
|  |
|  |
| 6 | Preferred means of contact |  |
| 7 | Name(s) of the person(s) about whom you are complaining (i.e. the Respondent(s) |  |
| 8 | Position of the Respondent(s) | **Click here to choose** |
| 9 | Respondent(s) SBU | **Click here to choose** |
| 10 | Please state if this is a complaint about bullying, harassment or both. Please also indicate if this is a complaint about sexual violence and harassment. | **Click here to choose** |
| 11 | Does the complaint relate to a protected characteristic? | **Click here to choose** |
| 12 | Give the names of any members of  staff you have approached concerning this matter (i.e. Dignity & Respect Advisor, line manager, Student Union, Trade Union, Equality Office etc.) |  |
| 13 | Were the police involved? | **Click here to choose** |

|  |
| --- |
| Please outline your complaint with a brief description of what occurred during the incident(s) including the date(s) and location(s). Who was involved and were there any witnesses? What has been the impact on you, did you feel threatened and have any other people been affected? Has any action been taken prior to this formal complaint? Are there any other points you wish to raise? |
|  |

In signing this form, I signify that this report is a true record of my complaint.

Complaint lodged with: ………………………………………………………………………

I understand that: this form will be kept for 6 years as part of the University’s record; it may be given to the respondent during an investigation of my complaint; if my complaint results in a disciplinary hearing the form will be included in the papers for the hearing; I may be asked to give evidence at the hearing.

Complainant’s name (PLEASE PRINT)……………………………………………………………

Complainant’s signature: …………………………………………… Date:……………………

**NB. Head of SBU/Head of Service must advise Human Resources/Dean of Students of this formal complaint before proceeding.**

Sharon Harrison-Barker

Secretary and Registrar

Signed: **29 November 2021**

**Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.