

## DIGNITY AT WORK AND STUDY POLICY (SUMMARY)

1. Richmond American University London is committed to fostering a safe, respectful, and inclusive environment for all employees, students, and members of its wider community.
2. This policy outlines the University's zero-tolerance approach to bullying, harassment, victimisation, and sexual misconduct, in line with the Equality Act 2010 and the Protection from Harassment Act 1997.

### Key Principles

3. All members of the University community have the right to work and study free from unlawful behaviour.
4. Complaints are treated seriously, confidentially, and fairly, with clear procedures for informal and formal resolution.
5. Unlawful behaviour may lead to disciplinary action, including dismissal or expulsion, and may be referred to the police.

### Scope

6. The policy applies to:
  - 6.1 Employees and students
  - 6.2 Interactions between employees and students
  - 6.3 Third parties such as visitors, contractors, and service providers
  - 6.4 Both physical and virtual environments (e.g., classrooms, events, social media)

### Freedom of Speech

7. The University upholds freedom of speech and academic freedom, but not at the expense of exposing others to unlawful discrimination or harassment.

### Definitions Covered

8. **Bullying:** Intimidating or offensive behaviour that undermines a person.
9. **Harassment:** Unwanted conduct related to protected characteristics.
10. **Sexual Misconduct:** Unwanted conduct of a sexual nature.
11. **Victimisation:** Detrimental treatment following a protected act (e.g., making a complaint).

12. **Third-Party Harassment:** Inappropriate behaviour by non-employees encountered in the course of work or study.

13. **Abuse of Power:** Exploiting authority to pressure students or colleagues inappropriately.

## Reporting and Support

14. The University encourages individuals to use the Report and Support tool, which allows for both named and anonymous reports.

15. Reports can also be made directly to HR (for employees) or Student Affairs (for students).

16. Those affected are supported throughout and protected from retaliation.

## Investigation Process

17. Cases may begin informally but can progress to a formal stage if needed.

18. Complaints involving employees are managed under the employee grievance and disciplinary procedures.

19. Complaints involving students are managed under the Student Code of Conduct.

20. Interim safeguarding measures may be taken during investigations.

## Responsibilities

21. All employees and students must help create a respectful environment and act as positive role models.

22. Managers and senior leaders must take appropriate action when concerns are raised and ensure the policy is upheld.

23. Contractors and third parties are also expected to comply with the policy.

## Support Services

24. Students: Student Affairs team and Report and Support platform

25. Employees: HR and the Health Assured Employee Assistance Programme

For full details or to report a concern, visit:

 <https://reportandsupport.richmond.ac.uk>

 [studentaffairs@richmond.ac.uk](mailto:studentaffairs@richmond.ac.uk)

 [hr@richmond.ac.uk](mailto:hr@richmond.ac.uk)

## VERSION MANAGEMENT

<b>Responsible Department: Human Resources</b>			
<b>Approving Body: University Board (on recommendation of Operations Committee)</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of Approval</b>	<b>Date of Effect</b>
1.0	Initial Version	19 September 2024	9 January 2025
1.1	Formatted and reapproved for 2025-26 AY	24 July 2025	September 2025
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