

Reporting sexual misconduct, assault and harassment

Staff Guide

GBS is committed to providing a positive and safe environment for all students and staff to study, live and work. We will not tolerate any form of sexual assault or sexual misconduct. Please remember, physical contact does not necessarily need to have happened for you to raise a concern or a question about something you have seen or experienced.

Disclosure

- If you have suffered harassment, sexual assault or sexual misconduct of any kind, or if you are worried about a person or a situation, **you may use our confidential reporting tool: [SpeakUp](#)**
- You may also wish to speak to your line manager, HR, or any trusted colleague for support.
- We will believe you and be led by you. You will be in control of what you do or don't do next.
- We work in a trauma-informed way, to ensure you are being supported without having to relive your experiences.
- We provide a safe space where you will be listened to without judgement.

Report

- If you report or disclose harassment, sexual assault or sexual misconduct, we will meet with you to understand what happened and support you through the process helping you understand the support and options available to you.
- We will discuss immediate safety options with you and help organise these if needed.
- We will abide by **our confidentiality statement** throughout the process.
- If you would like to report the incident to the police, we can help you with that process as well.

Investigation

- If you agree, we will **investigate** your report, assess any evidence and discuss the incident with those involved, including witnesses.
- During the investigation, we will continue to provide support to all those involved and any necessary protective measures will continue.
- If an incident is being investigated by the Police, GBS will support their investigation.

Finding

- The appointed investigator will decide **whether any breaches of our policies have taken place** and pass the investigation findings on to the Head of HR for action.

Action

- Where any breaches have occurred, **we will take appropriate disciplinary action**, such as a formal written warning, summary dismissal and, where necessary, the perpetrator could be banned from campus or expelled from GBS.
- Support will continue to be provided to you to support your safety and wellbeing.

This is a summary only. For full details, please access the relevant policies on the [Sexual Misconduct, Harassment and Consensual Relationships](#) policy web page.