



University  
of Glasgow

## RECTORIAL ELECTION

### - ELECTION RULES

#### 1. General

1.1 These Election Rules (the Rules) apply to the Rectorial Elections conducted at the University of Glasgow

1.2 These Rules are in addition to and without prejudice to any other University Policy or Procedure. Where an existing policy exists, it shall take priority in resolving any issue that arises during the course of an election.

1.3 All documentation and information relating specifically to the election will be made available on the Rectorial Election Website (the Website) – with more information being available by emailing [rectorialelection@glasgow.ac.uk](mailto:rectorialelection@glasgow.ac.uk)

#### 2. The Role and Eligibility of Rectors

2.1 The successful Candidate will take office as Rector on the 1 April 2024 and will hold office until 31 March 2027.

2.2 The Rector is an ex officio member and Ordinary president of the University Court. (Meetings of Court are chaired by the Convener, who is appointed by the Court.) The Rector therefore is a charity trustee. Accordingly, all candidates are required to declare

their eligibility to serve as a charity trustee under the Office of the Scottish Charity Regulator (OSCR) guidelines at the time of nomination. A form for completion by the Candidate confirming their eligibility in this regard is included with the nomination form and must be completed by the Candidate and submitted with the nomination before it can be validated. Annex A outlines the Role of the Rector

2.3 As an ex officio member of the University Court, the Rector must agree to the Code of Conduct for members of Court and as such endorse the nine principles of public life in Scotland, set out in the Ethical Standards in Public Life etc. (Scotland) Act 2000.

2.4 All candidates are required to observe the University's policies and procedures. We also expect candidates to adhere to the University's values with respect to equality, diversity and inclusion as defined in the Dignity at Work and Study Policy and Procedure (Annex C).

2.5 In accordance with Ordinance 186, no currently matriculated student of the University, nor any part-time student or individual registered for examination or graduation purposes only, shall be eligible to be nominated for election as Rector.

2.6 The Universities (Scotland) Act, 1966, states that no person currently holding an appointment in any of the older Universities shall be eligible to be elected as Rector of that University.

2.7 The University will meet reasonable expenses incurred by the Rector relating to travel and accommodation on official University business throughout their period of office. The Rector receives no salary or payment for the role.

### **3. Election Oversight**

3.1 In accordance with University Ordinance 186, the Senate has responsibility for making arrangements for the conduct of an election for Rector. The University Court will formally fix the election date following consultation with the Senate and Students' Representative Council (SRC).

3.2 The Senate shall appoint a Nomination Court to receive and scrutinise nominations. The Nomination Court shall consist of two members of the Senate (who will normally be the Principal, or their deputy, and the Clerk of Senate) and the President of the Students'

Representative Council or their deputy. The President of the Students' Representative Council (or their deputy), may not be a member of the Nomination Court if they are the sponsor of a candidate.

3.3 The Nomination Court shall deal with a nomination as valid if:

- a. the sponsors have complied with the foregoing requirements; and
- b. it appears that the person nominated is eligible to hold the office of Rector

If these Conditions are not satisfied, the Nomination Court shall reject the nomination.

3.4 The Clerk of Senate shall be the Returning Officer. The Returning Officer will have the following responsibilities:

- to brief all candidates and their campaign teams at the nomination meeting in relation to the timetable and conduct of the election and generally to provide advice and guidance to candidates and campaign teams to help them understand and comply with these Election Rules;
- to consider and resolve any actual or alleged infringements of these Election Rules which come to or are otherwise brought to their attention;
- to oversee the count of the votes and the announcement of the result of voting.

3.5 The Returning Officer will have the power to appoint a deputy to undertake all their duties in these Rules.

3.6 The Registry has responsibility for the management of the Election. The Graduation and Ceremonial Events Coordinator in Registry (together with any deputies selected by them) will be the first point of contact for all matters in relation to the Election and they will liaise, as appropriate, with candidates, the campaign teams, the SRC, the Returning Officer, University Secretary in managing the election.

## **4. Nominations**

4.1 Nominations will open and close in line with the timeline for this election detailed in Annex A. No nominations will be accepted after the nomination period ends.

- 4.2 Nomination forms will be available to download from the University Website together with details of how they can be submitted.
- 4.3 Each nomination must be signed by the Candidate and supported by two Proposers. There must also be a list of forty sponsors. Proposers and Sponsors must be registered students of the University at the time they complete the nomination form. In signing the nomination form, the Candidate and their Proposers will confirm that they understand and agree to abide by the Election Rules.
- 4.4 Nomination forms Nomination must be accompanied by: (i) a photo of the Candidate; (ii) a Manifesto Statement not exceeding 500 words in length, including any links to campaign websites/social media platforms; (iii) a short biography of the candidate for publicity purposes not exceeding 250 words in length; and (iv) the form of eligibility as a charity trustee (provided as part of the nomination form) signed by the Candidate. (In the current circumstances caused by the Covid Pandemic an electronic signature or completion of the form and an accompanying email from the candidate will suffice).
- 4.5 No student may propose or sponsor more than one candidate.
- 4.6 The two Proposers agree to be the main points of contact for all communications related to the Election. The Candidate and their proposers will be responsible for managing their election campaign and ensuring adherence to these Rules.
- 4.7 Nominations will be validated by the Nomination Court. Any nominations determined to be invalid or incomplete at or after the close of nominations will not be accepted. No exceptions or re-submissions will be permitted.
- 4.8 Any notice of appeal against the decisions of the Nomination Court must be lodged with the University Secretary within 24 hours of the close of the meeting of the Nomination Court.
- 4.9 Proposers or Seconders may remove their support of a Candidate at any time before the close of nominations by emailing [rectorialection@glasgow.ac.uk](mailto:rectorialection@glasgow.ac.uk) from their University email account.

- 4.10 The Candidate (subject to availability) and the two Proposers for each candidate must attend a nomination meeting with staff of the University as a condition of their nomination form being validated. These individuals may send a deputy where required. This meeting will enable the Proposers and Candidates to be briefed on the roles and responsibilities of the post of Rector, the election Rules and campaign conduct. This briefing will take place at the date and time detailed in Annex B
- 4.11 If, after the expiry of the nomination period, only one valid nomination shall have been received, such candidate shall be held to have been elected.
- 4.12 Candidates may withdraw their nominations by submitting notification in writing to the Nomination Court by emailing [rectorialelection@glasgow.ac.uk](mailto:rectorialelection@glasgow.ac.uk).

## **5. Campaigning**

- 5.1 Campaigning is regarded as any activity by a Candidate or campaign team member which is designed to encourage a member of the electorate to vote one way or another.
- 5.2 Candidates and their Proposers shall be responsible for their election campaign and the conduct of their campaign team members.
- 5.3 Candidates and their campaign teams are expected to run responsible campaigns which respect the rights of other candidates and others in the University and the local community.
- All campaign materials must be capable of easy removal and must not cause damage to the item to which they are attached. Materials must not be displayed in any teaching spaces or in administrative areas of the University, and must not be attached to handrails or railings.
  - Candidates may utilise social media platforms as part of their Campaign (e.g. Facebook, Twitter, Instagram, and Snapchat) and websites. Any costs associated with the use of such presences constitute election expenses and must be included in any claim of election expenses.

- Email must not be used for the purpose of campaigning.
- No candidate should ask to speak before or after lectures, seminars, tutorials, lab or other classes, or use teaching spaces as a vehicle for campaigning during lectures, seminars, tutorials, lab or other classes;
- Candidates and their campaign teams are responsible for attention to health and safety considerations. They must not place themselves or others in jeopardy;
- Candidates and their campaign teams must not break the law or bring the University into disrepute;
- Candidates must adhere to the University's values with respect to equality, diversity and inclusion as defined in the Dignity at Work and Study Policy and Procedure.
- Spoiling or removal of other campaigns' materials (such as posters) is not permitted by another campaign or team;
- Campaigning is prohibited on the days of the election inside University buildings and the Unions.
- All campaign materials (e.g. posters) must be taken down within 24 hours of the close of voting. If this is not done, they will be removed by Estates and charged as a campaign expense;
- No candidate may supply alcohol or illegal substances as a way of promoting their campaign.
- Nothing in these Rules prevents a member of University staff or external body from removing or prohibiting activity on campus during the course of the election.

5.5 The Registry will arrange for one email to be sent to all students containing a link to the Rectorial Election Website where Manifesto Statements will be placed.

5.6 The SRC will set the date for the Rectorial Election Hustings and the Registry will make arrangements for and oversee the conduct of the Rectorial Election Hustings. The Hustings will be chaired by the SRC President who will ensure these are operated fairly.

5.7 Campaigns may not use any SRC, QMU, GUU, GUSA or School mailing list or affiliated social media platforms to harvest email addresses, phone numbers, or any other data for campaign purposes.

5.8 University and SRC staff cannot support or endorse specific candidates or assist with campaigning.

## **6. Expenses**

6.1 Each campaign team is limited to spending £200 in connection with promoting their own campaign. This includes, but is not limited to, expenditure on items such as posters, leaflets, advertisements and websites. The University will reimburse permitted expenditure up to £200. Candidates may not personally supplement their campaign expenditure or obtain additional sponsorship.

6.2 The University will not refund any expenses relating to travel, legal costs, accommodation or subsistence of the campaign team or Candidate.

6.3 Evidence of all expenditure, in the form of original receipts and invoices must be submitted within five working days of the close of voting.

6.4 Where reimbursement of expenses is requested, a single payment of up to £200 will be made to one individual from each campaign team relating to all expenses. To make a claim for expenses, the individual will be asked to complete any necessary forms and provide full details, including receipts of each item they wish to claim for up to the limit outlined in 6.1. Payments will be made by bank transfer only. Full details on the claim process will be made available at the Nominations Meeting.

## **7. Election Conduct**

7.1 Campaigns for the position of Rector shall be positive in their nature and should be based on the merits of the candidate and their own qualifications and manifesto.

7.2 Information that is provided during the campaign should be factual and accurate.

7.3 Campaigns must not cause a nuisance to the University or, wider, local community or engage in any behaviour which may bring the University into disrepute.

7.4 Any breaches of these Rules will render offenders subject to the conduct procedures of the University.

7.5 Campaign teams cannot act as polling stations, or allow students to use their personal electronic devices for voting purposes.

## **8. Voting**

8.1 Voting will take place for this election in line with the timeline detailed in Annex B.

8.2 The voting will take place remotely on-line via the University computer network and further information about the process will be issued shortly before voting begins.

8.3 Each registered student of the University at the time of the election is eligible to vote, and in voting will be required to enter their registration number.

8.4 The election is undertaken using the single transferable voting method.

## **9. Announcement of Results**

9.1 After the close of the poll, the Returning Officer will initiate the count, following which, the result will be reported to a meeting of Senate to which not more than five representatives of each candidate will be admitted.



9.2 The result of the election will be announced as soon as possible after the close of voting. The result will be announced at a venue and time designated by the Returning Officer as outlined on the Website and detailed in Annex B.

## **10. Complaints and Appeals**

10.1 Any questions regarding these Rules can be raised in the first instance with Registry for clarification or further information by emailing [rectoriaelection@glasgow.ac.uk](mailto:rectoriaelection@glasgow.ac.uk)

10.2 Any concerns or allegations of infringement of election rules should be lodged by emailing the Returning Officer. Detailed information regarding of the complaint (including which Rule(s) are alleged to have been broken and details of who is alleged to have broken the rules) must be submitted together with all supporting evidence at the outset.

10.3 Complaints relating to any alleged breaches of these Election Rules must be submitted within 24 hours of the issue occurring or the complainant becoming first aware of the issue.

10.4 In any event, all complaints must be received within 24 hours following the official outcome of the election being declared.

10.5 The Returning Officer will have discretion as to how best to resolve such allegations and infringements including but not limited to:-

- referring actual or alleged minor infringements;
- obtaining voluntary undertakings from infringing candidates and campaign teams about future conduct;
- securing the voluntary removal of infringing materials;
- securing voluntary apologies from candidates and campaign teams for campaign misconduct;
- imposing sanctions on candidates and/or their campaign teams;

When applying sanctions or seeking other means of resolving issues the Returning Officer will act proportionately and fairly at all times.

10.6 If at any time the Returning Office determines that, as a consequence of some event or action (for example, tampering with votes, voters being unable to vote due to a voting system failure or material breaches of these Election Rules) the integrity and/or fairness of the election has been (or will be) seriously undermined and the veracity or fairness of the election result is in doubt, then the Returning Officer may annul the election.

10.7 Appeals against any decision of the Returning Officer will be considered by the University Secretary. Appeals against a decision of the Returning Officer will only be considered on grounds of procedure, competency or prejudice. Appeals must be submitted to the University Secretary within 24 hours of the decision being sent to the party appealing. All decisions of the University Secretary will be final and there is no further route of appeal.

## **The Rector**

## **Annex A**

The Rector of the University of Glasgow is elected by the matriculated students of the University and the main role of the Rector is to represent the interests of the University's students.

They are expected to attend meetings of Court (5 per year, in September, November, February, April and June) together with a one-day Strategy Day and two half-day briefings, to develop a close working relationship with the Students Representative Council, and to bring matters of student concern to the attention of the University's managers. Court is the University's governing body, responsible for overseeing the management of the University. It has 25 members, drawn from the University's students and staff, from its graduates and from the wider community.

In the words of the Universities (Scotland) Act 1858, the Rector is the 'ordinary president' of Court, the University's governing body. The Senior Lay Member of Court, or Convenor of Court has responsibility, in terms of the Higher Education Governance (Scotland) Act 2016, for the leadership and effectiveness of the governing body, and for ensuring that there is an appropriate balance of authority between the governing body and the principal of the institution.

Aside from meetings of Court, other University events to which the Rector is invited are:

Commemoration Day in June

Open Day in September

Freshers' Week in September (the Rector may wish to address new students)

The Court Dinner.

There are also numerous invitations from Colleges, Schools, groups, clubs and societies to attend functions and events, but in all aspects other than attending meetings of Court the Rector's participation is voluntary. Clerical support and office accommodation is provided on Gilmorehill campus for the Rector, as is an expenses budget to meet costs associated with University duties.

Further information on the role can be obtained from David Duncan, University Secretary and Chief Operating Officer, or [David.Duncan@glasgow.ac.uk](mailto:David.Duncan@glasgow.ac.uk)

*Notes on eligibility for nomination*

- 1. The Universities (Scotland) Act 1966 states that no person holding an appointment in any of the older universities shall be eligible to be elected as Rector.*
- 2. University of Glasgow Ordinance 186 states that no matriculated student of the University, nor any part-time student or individual matriculated for examination or graduation purposes only, is eligible to be nominated for election as Rector.*

## Election Timeline

## Annex B

Call for nominations opens	Friday 17 November 2023
Call for nominations closes	12pm Monday 22 January 2024
Nominations Court	4pm Monday 22 January 2024
Briefing meeting	6pm Tuesday 23 January 2024
Election hustings	6pm Wednesday 13 March 2024
Voting opens	9am Monday 25 March 2024
Voting closes	4pm Tuesday 26 March 2024
Results declared	6pm Tuesday 26 March 2024
New Rector to take up office	1 April 2024
Rector's term of office concludes	31 March 2027
Installation of the new Rector	Thursday 11 April 2024

All times listed are UK time.

## Dignity at Work and Study Policy and Procedure

## Annex C

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<b>Original Approved by</b>	<b>Date</b>	<b>Review Date</b>	<b>Responsible Department</b>
Court	June 2012	3 years (or earlier if there are significant legislative changes)	Equality and Diversity Unit

#### Version Control

<b>Version</b>	<b>Approved by</b>	<b>Date</b>	
4.0	EDSC	05/03/18	3 year review undertaken

Titles used in this policy may be subject to change. The titles are accurate at the time of approval.

Please feel free to use the information contained within this Policy by acknowledging the University of Glasgow and/ or the appropriate source.

# **Dignity at Work and Study Policy and Procedure**

## **1. Introduction and statement of intent**

The University of Glasgow's vision is to be a world-class, world-changing university. The University recognises that productive employees and students are vital to achieve this. Our values represent the shared motivations and beliefs which bring our community together, these values are passionate, professional and progressive. Defining our professional value, the University states:

Embracing diversity and difference and treating colleagues, students, visitors and others with respect.

This value emphasises to our community everyone should be treated with dignity and respect within their working and learning environment and that harassment or bullying in any form will not be tolerated by the University.

## **2. Scope**

The behaviours in this Policy cover all members of the University community, including:

- All members of staff holding a contract of employment, and staff from other institutions on placement at, or visiting the University
- All students, including visiting and placement students
- Visitors, including external persons using the University's premises
- Contractors working at the University

- Individuals working or acting on the University's behalf, including suppliers of goods and services
- Employees working within the Students' Representative Council and student unions.

The procedures<sup>1</sup> relating to this Policy cover;

- All members of staff holding a contract of employment, and staff from other institutions on placement at, or visiting the University
- All students, including visiting and placement students, online and distance learners
- Contractors working at the University (Appendix D only)

### **3. Policy**

The University of Glasgow is committed to fostering a working, learning and research environment where mutual respect and dignity is experienced by and between employees and students.

The University aims to promote a culture where we embrace diversity and difference; harassment and bullying are known to be unacceptable; allegations are dealt with in fair and timely fashion, without fear of victimisation.

The University recognises harassment is unlawful as outlined in the Equality Act 2010.

Harassment and bullying can have a serious detrimental effect on the health, confidence, morale and performance of those affected by it, and on the working, learning and living environment.

#### **3.1 University responsibility**

The University will ensure that:

- Staff, students, visitors and external contractors/suppliers are treated fairly irrespective of any protected characteristics as outlined in the Equality Act 2010 (see [Appendix A](#)).
- Incidents of harassment or bullying are taken seriously and dealt with promptly.



- University employees or students who report harassment or bullying are not victimised.
- It will act promptly when allegations of harassment by external parties are reported by employees or students (see [Appendix D](#)), in relation to the working or studying environment, and where reasonable.
- Employees and students are made aware of this equality policy through the University's web pages, publications and general training, where appropriate.
- Malicious, vexatious or spurious allegations will be dealt with in the appropriate manner.<sup>2</sup>

### **3.2 Individual responsibility**

University employees, students, contractors and visitors will ensure that they:

- Treat others with dignity and respect.
- Participate in training to support the implementation of the Policy where appropriate.
- Challenge harassing or bullying behaviour as and when appropriate.

## **4. Definition of harassment and bullying**

Bullying and harassment are defined by the Advisory, Conciliation and Arbitration Service (ACAS) as the following:

- Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.
- Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Examples of what may constitute harassment and bullying are provided in Section 4.1 and [Appendix B](#). These are not exhaustive lists, but provide examples of what is considered to be harassing or bullying behaviour. It should be noted that claiming something was 'banter' is not an excuse for bullying or harassing behaviour.

For practical purposes those raising a concern usually define what they mean by bullying or harassment – something has happened to them that is unwelcome, unwarranted and causes a detrimental effect. However, behaviour that is considered bullying by one person may be considered firm management by another.<sup>3</sup> Therefore the test of reasonableness must also be applied, i.e. a reasonable person in possession of the same information would regard it as harassment.

#### **4.1 Code of Practice on Unacceptable Behaviour**

The [Code of Practice on Unacceptable Behaviour](#) is detailed in the University Calendar, with an associated procedure, however the cross over with the Dignity at Work and Study Policy is vital. Therefore, examples from the Code of what the University considers to be unacceptable behaviour are shown below.

##### Aggressive/Abusive Behaviour (Section 37.3.2 of University Calendar)

Any behaviour or language (spoken or written) which causes staff or students to feel unduly concerned, afraid, threatened or abused is not acceptable. Aggressive/abusive behaviour might include any of the following:

- demeaning, abusive, indecent or offensive language or comments (including those in writing)
- unwelcome sexual advances – stalking, touching, standing too close, display of offensive materials, asking for sexual favours/coercion
- threatening behaviour or language, or actual threats, including in relation to job security, promotion or continuation
- written, verbal or physical harassment
- comments that discriminate on the basis of sex, sexual orientation, race and ethnicity, age, disability, religion and belief or other irrelevant distinction
- unsubstantiated allegations
- use of aggressive or inappropriate gestures.

##### Disruptive Behaviour (Section 37.3.4 of University Calendar)

Behaviour which disrupts or interferes with any academic, administrative, sporting, social or other University activity is not acceptable. This may include:

- persistently interrupting others
- behaviour which distracts others from the main activity, or disrupts the good order of the event
- engaging in antisocial behaviour.

This list is not exhaustive and other examples of what may constitute harassment and bullying are provided in [Appendix B](#).

## 5. Procedures

The University encourages individuals to solve issues informally as this is often the quickest and most effective method of dealing with harassment or bullying: the University has support measures in place to reflect this. The informal procedure for students and employees are very similar and are outlined below.

If you are a student and your allegation relates to an employee of the University or another University student, follow the procedures for **Students**.

If you are an employee and your allegation relates to a University student, follow the procedures for **Students**.

### 5.1 Informal procedure for Students

If a student thinks they are being subjected to harassment or bullying in any form, they may wish to consider the following course of action:

- If possible, the student should tell the alleged harasser that they perceive their behaviour as harassment, and that they would like them to alter this behaviour. This can be done in person, or by letter/email. It is helpful if the student has specific examples, or evidence of the unwanted behaviour, and can say why this has made them feel uncomfortable. A record of the discussion, and copies of any correspondence, should be kept by both parties in the event that follow-up action becomes necessary.
- If the student finds this too difficult they may ask for support to in writing to, or accompanying them to a meeting with, the alleged harasser. This support may be provided by the Respect Advisers Network (see [Appendix C](#)), the student's Adviser of Studies, the [SRC Advice Centre](#), or Head of Subject or School.
- If the outcome of this initial informal action fails to produce a resolution, then the student should proceed to one of the formal procedures set out at Section 5.2.

### 5.2 Formal procedures available to Students

A formal procedure should be followed where a matter remains unresolved through the informal approach; if the problem continues after an agreed resolution; if the matter is of a more serious nature, which would not be appropriate to be dealt with by informal means, through Human Resources or Senate Office. Procedures are in place to allow incidents of bullying or harassment to be investigated fairly and transparently.

For students the following procedures are available:

- a. University [Complaints Procedure](#): a student can raise an allegation of harassment or bullying by a member of staff under this procedure. If a complaint of harassment by a member of staff of this University towards a student is upheld, a report will be made to the relevant Head of School/Service or Director of Research Institute via Human Resources for consideration under the [Disciplinary Procedure](#).

The Complaints Procedure states that a complaint must be made within 6 months from the date of the most recent incident, but clearly it is desirable to address matters promptly.

- b. [Code of Practice on Unacceptable Behaviour](#) (Section 37 of [University Calendar](#)) and [Code of Student Conduct](#) (Section 33 of [University Calendar](#)): an allegation made by a student or a member of staff concerning harassment by a student should be referred to the Senior Senate Assessor for Student Conduct. The Senior Senate Assessor will determine whether the allegation should be addressed with reference to the Code of Practice on Unacceptable Behaviour or in accordance with the procedures set out in the Code of Student Conduct.

### **5.3 Informal procedure for Employees**

The University encourages individuals to solve issues informally as this is often the quickest and most effective method of dealing with harassment or bullying. If an employee thinks they are being subjected to harassment or bullying in any form, they may wish to consider the following course of action:

- If possible, the employee should make it clear to the alleged harasser that they perceive their behaviour as harassment, and they would like them to alter this

behaviour. This can be done in person, or by letter/email. It is helpful if the employee has specific examples, or evidence of the unwanted behaviour, and can say why this has made them feel uncomfortable. A record of the discussion, and copies of any correspondence, should be kept by both parties in the event that follow-up action becomes necessary.

- If the employee finds this too difficult they may ask for support in writing to, or accompanying them to a meeting with, the alleged harasser. This support may be provided by the Respect Advisers Network (see [Appendix C](#)), their line manager/supervisor, a colleague, trade union representative.

#### **5.4 Formal procedure for Employees**

If the outcome of this initial informal action fails to produce a resolution; if the problem continues after an agreed resolution; or if the matter is of a more serious nature that would not be appropriate to be dealt with by informal means, then the employee may proceed to the Formal Procedure, which is the [Grievance Procedure](#).

Where a grievance has already been considered informally (as outlined in Section 5.3 of this Dignity at Work and Study Policy), and the employee believes it has not been resolved, a formal grievance should be raised within 10 working days of the outcome of the informal stage.

Where, on the face of it, there appears to be evidence at the informal stage of potentially serious harassment or bullying this may proceed directly to the [Disciplinary Procedure](#) for appropriate investigation.

## **6. Confidentiality**

It is important that any claims of bullying and harassment are treated seriously and confidentially.

Appropriate confidentiality will be observed for both complainant and alleged harasser. Confidentiality in this context relates to the details of the case and investigation. Only those who are required to know details of the case will have access to information including the complainant and the alleged harasser.

There may however be circumstances where there is a legal obligation to share information with another party. For example, where a line manager or Respect Adviser learns about something which could seriously affect the wellbeing of an individual or group, they have a duty of care to advise a Head of HR/HR Adviser/Adviser of Studies or Head of School/ Research Institute/Service even though it may be against the wishes of the student/employee. Except in these exceptional circumstances confidentiality will be maintained where at all possible.

## **7. Monitoring of this policy**

The Equality and Diversity Strategy Committee (EDSC) will monitor the implementation and revision of this Policy, in consultation with Trades Unions and the SRC.

The University will collect anonymised statistical information on complaints made by students and employees including:

- Informal monitoring of the policy by the Respect Advisers Network.
- Formal monitoring of complaints handled under the Complaints Procedure, the Code of Practice on Unacceptable Behaviour and the Code of Student Conduct by the Senate Office.
- Formal monitoring of employees grievances by Human Resources.

## **8. Relevance to other Policies**

### **8.1 Student Policies**

- [Complaints Procedure](#)
- [Code of Student Conduct](#) (Section 33) of [University Calendar](#)
- [Code of Practice on Unacceptable Behaviour](#) (Section 37) of [University Calendar](#)
- [Personal Relationship Policy](#)

### **8.2 Employee Policies/Procedures**

- [Grievance Procedure](#)
- [Disciplinary Procedure](#)
- [Personal Relationship Policy](#)

- [Policy for Managing Stress in the Workplace](#)
- [Guidance for employees who have been accused of harassment or bullying](#)
- [Code of Practice on Unacceptable Behaviour](#) (Section 37) of [University Calendar](#)
- [Social Media Policy \(link to be included once agreed\)](#)

## 9. Useful contacts

### Respect Advisers Network

[www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/ran/](http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/ran/)

### Equality and Diversity Unit

(main office is not on main campus – meetings can be arranged by appointment)

6<sup>th</sup> Floor, Tay House

Glasgow G12 8QQ

Tel: 0141 330 1887

Email: [equality@glasgow.ac.uk](mailto:equality@glasgow.ac.uk)

[www.gla.ac.uk/services/equalitydiversity/](http://www.gla.ac.uk/services/equalitydiversity/)

### 9.1 For Students

#### The Students' Representative Council – Advice Centre

McIntyre Building

University Avenue

Glasgow G12 8QQ

Tel: 0141 330 5360

Email: [advice@src.gla.ac.uk](mailto:advice@src.gla.ac.uk)

[www.glasgowstudent.net/advice/](http://www.glasgowstudent.net/advice/)

### **Counselling and Psychological Services**

67 Southpark Avenue

Glasgow G12 8LE

Tel: 0141 330 4528

Email: [studentcounselling@glasgow.ac.uk](mailto:studentcounselling@glasgow.ac.uk)

[www.gla.ac.uk/services/counselling/](http://www.gla.ac.uk/services/counselling/)

### **Senate Office**

Level 6, South Front

Gilbert Scott Building

Glasgow G12 8QQ

Tel: 0141 330 6063

[www.gla.ac.uk/services/senateoffice/](http://www.gla.ac.uk/services/senateoffice/)

## **9.2 For Employees**

### **Human Resources Department**

(main office is not on main campus – meetings can be arranged by appointment)

Human Resources (Tay House)

University of Glasgow

Glasgow G12 8QQ

Tel: 0141 330 3898

Email: [humanresources@glasgow.ac.uk](mailto:humanresources@glasgow.ac.uk)

[www.gla.ac.uk/services/humanresources/](http://www.gla.ac.uk/services/humanresources/)

### **PAM Assist**

PAM Assist is an external and independent counselling service for employees of the University.

Tel: 0800 882 4102

### **Occupational Health Unit**

63 Oakfield Avenue,

Glasgow G12 8LP

Tel: 0141 330 7171



Email: [ohu@admin.gla.ac.uk](mailto:ohu@admin.gla.ac.uk)

[www.gla.ac.uk/services/occupationalhealthunit/](http://www.gla.ac.uk/services/occupationalhealthunit/)

### **University and College Union – Glasgow**

UCUG Office

68 Oakfield Avenue

University of Glasgow

Glasgow, G12 8QQ

Tel & Fax: 0141 330 5375

Email: [ucug@gla.ac.uk](mailto:ucug@gla.ac.uk)

[www.gla.ac.uk/services/organisations/ucug](http://www.gla.ac.uk/services/organisations/ucug)

### **Unison – University of Glasgow**

Unison Office

University of Glasgow

68 Oakfield Avenue

Glasgow G12 8QD

Tel & Fax: 0141 330 5570

Email: [guunison@udcf.gla.ac.uk](mailto:guunison@udcf.gla.ac.uk)

### **GMB Union – University of Glasgow**

Jim Steele

GMB Convener - University of Glasgow

Email: [gmbg@glasgow.ac.uk](mailto:gmbg@glasgow.ac.uk)

Telephone: 0141 330 6568

Mobile: 07713465037

### **Unite the Union – Glasgow University Group**

Email: [Unite@glasgow.ac.uk](mailto:Unite@glasgow.ac.uk)

## **10. Appendices**

### **Appendix A: The Equality Act 2010**

The Act introduced protected characteristics for which discrimination is unlawful. The protected characteristics under the Act are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (ethnic origin, nationality and race)
- religion or belief (including lack of belief)
- sex
- sexual orientation

The legislation applies to both staff and students, before, during and after the relationship with the higher education institution (HEI).

The legislation covers employment, education, the provision of goods, facilities and services, the management of premises and the exercise of public functions.

The Act places general and specific duties on public authorities.

Under the general duty<sup>4</sup>, public authorities are required to:

- promote equality of opportunity
- foster good relations between diverse groups
- eliminate discrimination, harassment and victimisation

The specific duties for Scotland came into force on 27 May 2012.

For more information on the specific duties for Scotland see

[www.equalityhumanrights.com/en/commission-scotland/public-sector-equality-duty-scotland](http://www.equalityhumanrights.com/en/commission-scotland/public-sector-equality-duty-scotland) **Appendix B: Definitions of bullying and harassment and types of discrimination**

Bullying and harassment are defined by ACAS as the following:

- **Bullying** is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

- **Harassment** is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Examples of harassing or bullying behaviour could include:

- spreading malicious rumours, or insulting someone (particularly on the grounds of age, race, sex, disability, gender identity, sexual orientation and religion or belief)
- unwelcome sexual advances – stalking, touching, standing too close, display of offensive materials, asking for sexual favours/coercion
- copying information which is critical about someone to others who do not need to know
- racist jokes and ridiculing relating to cultural differences
- ridiculing or demeaning someone – picking on them or setting them up to fail
- abuse or harassment relating to an individual's disability, sexual orientation (e.g. homophobia/biphobia) or relating to gender reassignment/identity (e.g. transphobia), which under recent legislation changes are now considered hate crimes.
- email, text or online abuse
- exclusion or victimisation
- inciting others to harass
- overbearing supervision or other misuse of power or position
- making threats or comments about job security without foundation
- deliberately undermining a competent employee/student by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion/progression or training opportunities
- violence
- shouting and sarcasm
- constant destructive criticism
- ignoring, patronising and ostracising
- setting a person up for failure with impossible workloads and deadlines.

Bullying or harassment do not need to take place face to face, but can happen within written correspondence, on the telephone and through visual images.

### **Types of discrimination**

Since the implementation of the Equality Act 2010, the types of discrimination have been extended from direct, indirect, harassment and victimisation to also include associative and perceived discrimination. Definitions are supplied below:

- **Direct discrimination** - Direct discrimination occurs where someone is treated less favourably directly because of:
  - a protected characteristic they possess – this is ordinary direct discrimination; and/or
  - a protected characteristic of someone they are associated with, such as a friend, family member or colleague – this is direct discrimination by association (see below); and/or
  - a protected characteristic they are thought to have, regardless of whether this perception by others is actually correct or not – this is direct discrimination by perception (see below).

Direct discrimination in all its forms could involve a decision not to employ someone, to dismiss them, withhold promotion or training, offer poorer terms and conditions or deny contractual benefits because of a protected characteristic.

- **Indirect discrimination** - This type of discrimination is usually less obvious than direct discrimination and can often be unintended. In law, it is where a provision, criterion or practice is applied equally to a group of employees/job applicants, but has (or will have) the effect of putting those who share a certain protected characteristic at a particular disadvantage when compared to others without the characteristic in the group, and the employer is unable to justify it.
- **Harassment** is defined as 'unwanted conduct' and must be related to a relevant protected characteristic or be 'of a sexual nature'. It must also have the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- **Victimisation** is when an employee suffers what the law terms a 'detriment' - something that causes disadvantage, damage, harm or loss - because of:

- making an allegation of discrimination, and/or
- supporting a complaint of discrimination, and/or
- giving evidence relating to a complaint about discrimination, and/or
- raising a grievance concerning equality or discrimination, and/or
- doing anything else for the purposes of (or in connection with) the Equality Act 2010

Victimisation may also occur because an employee is suspected of doing one or more of these things.

- **Associative discrimination** – This is direct discrimination and happens where someone is treated less favourably because they associate with another person who possesses a protected characteristic.
- **Perceived discrimination** – This is direct discrimination and happens where someone is treated less favourably because they are perceived to have a particular protected characteristic. So it still applies even if that person does not have the protected characteristic.

### **Appendix C - Respect Adviser Network**

The University has a volunteer network of employees who support staff and students who think they may be experiencing bullying or harassment.

The contact details for the Respect Adviser Network (RAN) is available here

- [www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/dignityatwork/ran/](http://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/dignityatwork/ran/)

The University has a duty of care for students, staff and visitors and is committed to maintaining a professional working, learning and social environment that is free from any form of bullying and harassment. Respect Advisers play a vital role in promoting this environment by being a useful support contact person for staff and students who have an issue with bullying or harassment.

Respect Advisers are provided with training which covers the law in relation to discrimination, harassment and bullying, the University's Dignity at Work and Study Policy and their role.

The University recognises and appreciates the value of the contribution of this role and reasonable time off normal duties to fulfil this function will be given.

The role is voluntary and there is no remuneration for these duties, however it is expected the role will be recognised within the Adviser's Performance and Development Review.

**Purpose of the role is**

- To raise awareness of the University's Dignity at Work and Study Policy.
- To provide a confidential, as appropriate, listening service for staff and students who think they may be being bullied or harassed.
- To facilitate informal resolution in cases of harassment in line with the University's Dignity at Work and Study Policy.
- To advise on the role of Respect Adviser and provide guidance, assistance and advice on the courses of action available.
- To identify, and refer, serious allegations to the appropriate University authority.

**Purpose of the role is NOT**

- To undertake any investigations or decide on the validity of a complaint.
- To decide whether the behaviour / conduct of an individual(s) constitutes harassment.
- To take action against an alleged harasser.
- To represent or accompany individuals who choose to follow a formal procedure.
- To provide counselling.

**Appendix D**

**Procedure for Complaints relating to external providers**

**1. Introduction**

1. This procedure is intended to outline the process dealing with harassment or bullying complaints concerning contractors and suppliers.
2. The University is committed to eliminating all forms of direct, indirect, associated or perceived forms of harassments, discrimination, and victimisation of employees and students, as outlined in the Equality Act 2010.
3. The University, as part of its daily business, conducts campus infrastructure development and maintains regular contact with contractors and suppliers. Many have tendered for work and through this process are advised of information on the University Policies and Regulations, including those related equality and diversity.
4. The University has developed a specific Dignity at Work and Study Policy for students and employees. A network of volunteer Respect Advisers operates on the campus to support students and employees alleging bullying and harassment.
5. The University expects that contractors and suppliers will behave with dignity and respect towards students and staff. However, where allegations of bullying, harassment or discriminatory remarks are made, the University has a duty to investigate the allegation.

## **2. Responsibility**

Students, employees, contractors and suppliers should demonstrate respect for all parties in their dealings.

Students, employees, contractors and suppliers should take responsibility for their own actions and decisions.

## **3. Lodging complaint**

Complaints will be handled in accordance with the University's Complaints Procedure. It is therefore important that the complainant seeks to note the time and place of the alleged incident, and if possible note the name of the contractor. Please note for the purposes of this procedure the Students' Representative Council and student unions are not considered contractors and are independent from the University.

## **4. Dealing with complaint(s)**

1. The University will inform the appropriate contractor and/ or supplier about the complaint received.
2. The University will investigate the matter in accordance with the Complaints Procedure (see Section 5).
3. The complainant and the alleged harasser will receive a decision in writing from the University as soon as the investigation is complete.
4. Where a serious incident takes place (for example physical assault) then the matter may be referred to the police, after seeking advice from the University Security Service. The University may invoke its right to suspend work until the contractor and/ or supplier can provide evidence that possible precautionary actions have taken place to prevent harm and violation to the University community (staff and students).

## **5. Procedure**

1. The University will take action which may:
  - require an investigation
  - resolve the matter without the need for investigation
  - require urgent action being taken before any investigation is conducted.
2. The individual should be prepared to provide the following information:
  - a description of what happened
  - the date and place of the occurrence
  - the people involved
  - relevant documents (notes, signs, letters) or names of witnesses.
3. Possible outcomes include the decision to:



- take no further action, because the complaint is not founded, or there is insufficient evidence
- uphold the complaint and inform the contractor and/ or supplier about the outcome
- work with the contractor and/ or supplier to remove the offending worker(s)
- ensure that the contractor and/ or supplier provides evidence of appropriate training and policy put in place as a result, to prevent repeat of such behaviour
- invoke the University's formal disciplinary procedure against the complainant if the complaint is found to be vexatious or malicious
- terminate the contract where gross misconduct/ negligence is proven.