

As a Harassment Advisor for .....*department/college*..... I agree to:

- Attend the induction training organised by the Equality and Diversity Unit as soon as possible after assuming the role and attend a refresher training session thereafter every 4 years.

As a Harassment Advisor, I understand that I am expected to:

- Deal with all cases with the utmost confidentiality, except where there is an unacceptable risk to a member of staff, student or to the institution: in those circumstances, I will only break this confidence in consultation with the Harassment Line. I will explain the parameters of confidentiality to the individual.
- Listen non-judgementally to staff and students who believe they are being harassed.
- Guide individuals through the University Policy and Procedure on Harassment and Bullying. *(If you are a college Harassment Advisor please forward a copy of your College's Policy and Procedure on Harassment to [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)).*
- Clarify the options open to the individual and support him or her in resolving the matter informally where possible.
- Refer the individual on to other agencies or support systems where appropriate.
- Provide similar support to those accused of harassment. *(To avoid a conflict of interest you should only provide support to one party in a harassment case and refer the other party to a Harassment Advisor in your Department / College or contact the Harassment Line).*
- Contact the Harassment Line whenever I need support or advice on a case.
- Promote the Harassment Advisory Service in my Department / College and ensure a Harassment poster is put up on communal notice boards.
- Complete the online Harassment Advisors Survey [www.admin.ox.ac.uk/eop/harassmentadvice/survey](http://www.admin.ox.ac.uk/eop/harassmentadvice/survey) at the end of my involvement in a case.
- Notify the Harassment Line when my role as Harassment Advisor comes to an end.

As a Harassment Advisor, I understand that I am not expected to:

- Provide legal advice.
- Approach the alleged harasser in an attempt to mediate or resolve the matter.
- Act as a representative or advocate.

- Be involved in any formal stage of the process, be it in writing a formal complaint, the investigation, disciplinary or grievance procedures, except by way of giving the individual the support they need during this time.
- Advise those who to whom I am providing support that a particular behaviour
  - Definitely constitutes harassment that will lead to disciplinary action, or alternatively that a behaviour is
  - Definitely NOT harassment, bearing in mind that it is how the person feels that is important, rather than my perception.

Name: .....

Signature: .....

Date: .....