Process Diagram

You are concerned about treatment from a member of staff or from a student?

Are you able to speak to the person(s) to let them know the effect of their behaviour on you?

No

Yes

Exit

Do you wish to try your initial approach again or to get help to resolve the issue informally from a line manager/Harassment Adviser/Adviser of

Studies/Course Leader/another staff member?

Yes

No

Yes

Yes

No

Is the matter resolved?

No

Is the matter resolved?

Yes

No

Are you able to write/email the person(s) to let them know or remind them of the effect of their behaviour on you?

Yes

No

Is the matter resolved?

Consider initiating formal procedures.