UCL

UCL says
Full Stop.

UCL believes in changing the world for the better. That has to start in our own community.
For most people this is a great place to work or study. Yet, where unacceptable behaviour does exist, it can have a real impact and it can be difficult to know how to challenge it. So, UCL is asking our community to come together and say **Full Stop.**

Key Messages.

These messages may be used in team, departmental, or faculty communications and provide a helpful guide for individuals or teams who wish to engage with the Full Stop Campaign.

Bullying, harassment and sexual misconduct in the working and learning environment are never acceptable. If you see or experience unacceptable behaviour, use Report + Support to tell us about it.

UCL is committed to enacting bold changes to address unacceptable behaviour. We need your help – say Full Stop to bullying, harassment and sexual misconduct.

We need your help to say Full Stop to bullying, harassment and sexual misconduct. Help to create a support and inclusive environment at UCL.

It is never too late to disclose or report an incident. To find out more about UCL support or to report, please visit 'Report + Support'.

We are committed to improving transparency and accountability, and seeing where we can do better.

If you have experienced unacceptable behaviour at UCL and want to understand your options, contact an Advisor through 'Report + Support'.

The Report + Support site is a secure environment for those affected to speak up and get support.

"We must all call out and challenge unacceptable behaviour where possible."

UCL is committed to improving transparency and accountability of processes regarding bullying, harassment and sexual misconduct. We will be publishing annual anonymised reports with data collected through 'Report + Support'.

Information provided through 'Report + Support' will help build a picture about what is happening and inform targeted intervention and prevention work.

Want to find out more about how you can help create a supportive and inclusive environment at UCL? Visit the 'Get Informed' page on 'Report + Support'.

Bullying is behaviour that has the effect of violating a person's dignity or creating an intimidating, hostile, degrading, or humiliating environment. Bullying often involves repeated behaviour and has no place at UCL. To find out more about different types of bullying, visit Report + Support.

Harassment is unwanted conducted related to a protected characteristic which has the effect of violating a person's dignity or creating a humiliating, degrading or hostile environment. Harassment has no place at UCL. To find out more about harassment visit Report + Support.
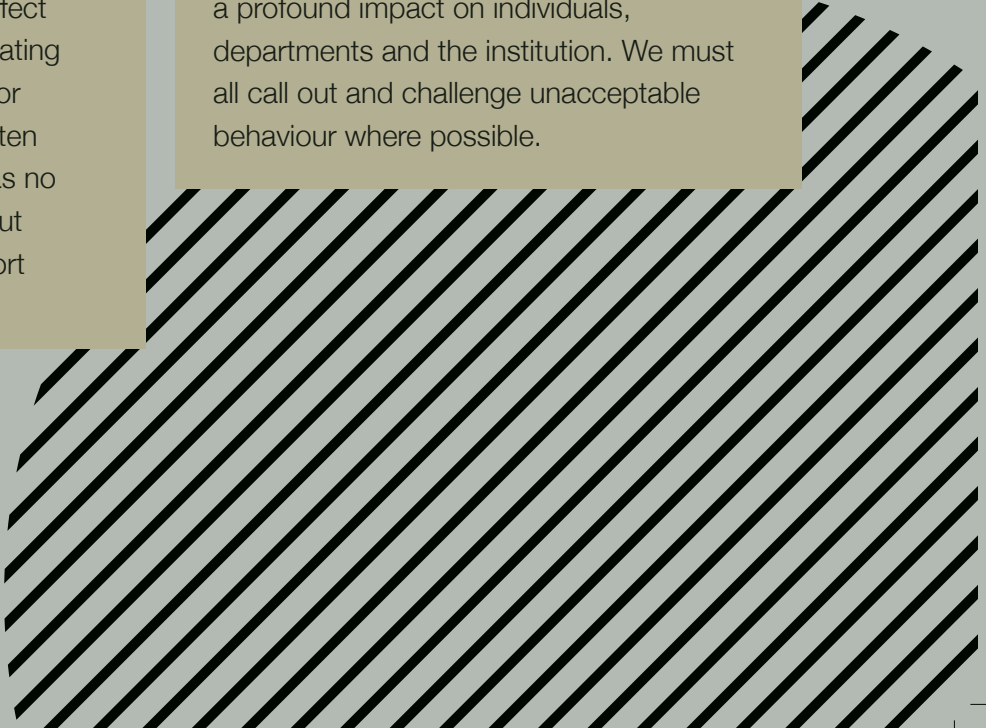
Sexual misconduct is unacceptable behaviour of a sexual nature. It can include sexual harassment, grooming, sexual assault, sexual invitations or demands or promised resources or advancement in exchange for sexual access. Sexual misconduct is an abuse of power and has no place at UCL. To find out more visit Report + Support.

Unacceptable behaviour can have a profound impact on individuals, departments and the institution. We must all call out and challenge unacceptable behaviour where possible.

Get Involved.

#FullStopatUCL

– a tag to use for all key messages

How you can get involved?

Full Stop has been developed to enable all members of the UCL community to participate. We know that we cannot address behavioural concerns in an isolated manner – we need your help to shape a welcoming and inclusive environment at UCL. Below are some suggestions about how you can get involved as an individual, within your department or faculty, as UCL.

As an individual

- Find out more about what it means to be an 'active bystander' and approaches to intervention

- **#Presspauseandreflect** – do you know what constitutes examples of bullying, harassment or sexual misconduct? Would you feel confident addressing unacceptable behaviour if you witnessed it? Do you know where to report such behaviour if you experienced it?

- Take five minutes to talk about any of these discussion points with your colleagues:

- Examples of inclusive leadership and role modelling

— Possible bystander interventions that either you or a colleague would use if you witnessed unacceptable behaviour

— The new online reporting tool 'Report + Support'

— To watch the 'Full Stop' campaign video and discuss

— Try to thank colleagues and peers following an activity, or mention an example of positive behaviour or inclusive leadership.

— Join the social media conversation and share **#Whyfullstopmatterstome**

As a department or faculty

- Display the Full Stop Campaign posters

- Find out more about what it means to be an 'active bystander' and approaches to intervention

- **#Presspauseandreflect** in team or departmental meetings – do you know what constitutes examples of bullying, harassment or sexual misconduct? Would you feel confidence addressing unacceptable behaviour if you witnessed it? Do you know where to report such behaviour if you experienced it?

- Arrange a 'Taking the Lead' workshop for senior managers, or 'Where do you draw the line?' workshop for all staff?

- Sign up to the Email Charter (see resources)

- Take five minutes to talk about any of these discussion points within team or departmental meetings:

— Examples of inclusive leadership and role modelling

— Possible bystander interventions that either you or a colleague would use if you witnessed unacceptable behaviour

— The new online reporting tool 'Report + Support'

— To watch the 'Full Stop' campaign video and discuss

- Profile examples of positive behaviour and inclusive leadership within key communication channels

- Ensure Equality, Diversity and Inclusion is a regular agenda item within departmental or faculty meetings

- Signpost support for staff and students through key communication channels

- Join the social media conversation and share **#Whyfullstopmatterstome**

As UCL

- Profiling examples of positive behaviour and inclusive leadership across the institution

- Sharing stories of **#Whyfullstopmatterstome**

- Encouraging senior managers to attend 'Taking the Lead'

- SMT undertaking specialist training

- Launching 'Report + Support'

- Preventing Sexual Misconduct Strategy group providing regular updates on UCL commitment and progress

- Building momentum for **#presspause** and reflect and pause for celebration.

- Improving support available for students and staff including specialist support.

Frequently Asked Questions.

Where can I report issues of bullying, harassment or sexual misconduct?
Students and staff can report experiences of bullying, harassment or sexual misconduct can Further information can be found on the Report + Support site, including all policies and procedures for students and staff.

What can I do if it witness unacceptable behaviour?
An active bystander is someone who not only witnesses unacceptable behaviour, but who chooses to act and challenge that behaviour in order to disrupt a potentially problematic situation or keep it from escalating. A bystander can prevent as well as deal with a potential outcome. If you are a student, you could participate in the Active Bystander program delivered by the UCL Student Union. If you are a staff member, consider participating in 'Where do you draw the line? workshop.

General principles and key ways to help are outlined on the Report + Support site. You should only challenge behaviour if you feel safe to do so. If it is an emergency call 999 (or 112 from a mobile). If there is no immediate danger you can report it.

What support is available to those affected by unacceptable behaviour?
If you or someone you know has experienced unacceptable behaviour, there are a variety of support options available to students and staff. Below is a list of UCL support offered, however external specialist support information can be found on the Report + Support site.

UCL Support for Students

Student Support and Wellbeing (SSW) offer confidential and non-judgemental space for students to discuss any issues that may be affecting their ability to study including adjustment to study/and or UCL accommodation; special exam arrangements and signposting or direct referrals to further support. SSW can refer students directly to Rape Crisis and Survivors UK for therapeutic support. For drop-in sessions and appointments, please come to the Student Support & Wellbeing Student Enquiries Centre, First Floor, Student Centre, Gordon Street, WC1E 6BT. For general enquiries call **020 7679 0100** or email **student.wellbeing@ucl.ac.uk**.

SSW's Student Psychological and Counselling Services provide short-term counselling, cognitive behavioural therapy, psychiatric support and psycho-educational groups to help you deal with a range of personal, emotional and psychological concerns. For general enquiries call **020 7679 1487**. You can find us on the ground floor, 3 Taviton Street, London WC1H 0BT.
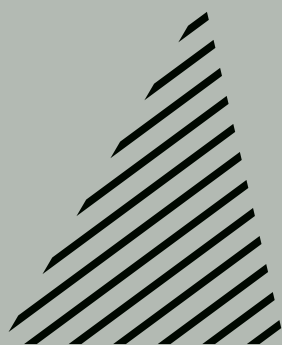
Students' Union UCL Support offer a free, confidential and independent advice service. They can support and assist UCL students with a range of issues including academic, housing and accommodation, safety, employment, money and debt. The advice service is a Hate Crime Reporting Centre, where students can report incidents of hate crime and seek support from an advocate. To get in touch with the Advice Service call **020 7679 2998**, email **su.rights.advice@ucl.ac.uk** or fill out their online form.

UCL Student Mediator provides advice and assists UCL students with the resolution of complaints, involving staff or other students or services of UCL. Student Mediation always starts with a one-to-one appointment to jointly decide the best course of action. To make an appointment, please email **studentmediator@ucl.ac.uk**

UCL Support for Staff

It's important that you take care of yourself. If you've heard something distressing or if something is troubling you, you can access the employee assistance programme which offers confidential help to staff.

- **Staff Assistance Programme**. 24 Hours a day, 7 days a week, 365 days a year support.

— Confidential support that is provided independent from UCL

— Accessible via phone and online

— No cost to you

— Professional consultation, counselling, information, resources and referrals to services in your local area

— No limit to the number of issues you can get support on

- **Silver Cloud**. All staff and PhD students have free access to SilverCloud, an online cognitive behaviour therapy tool targeting stress, depression, anxiety and negative body image. Access SilverCloud select the programme you wish to follow and register with your UCL email address.

- **Trade Unions**. UCL recognises three campus trade unions including UNISON, UNITE and UCU. Staff who are members can contact them for support and advice.

- **Staff Wellbeing**. UCL has a staff wellbeing hub where you can find a variety of initiatives developed to support our staff

What happens if I make an anonymous report?
When a case is received by an administrator, they will review to identify any risks that relate to UCL's duty of care. If no immediate risk is identified no further action will be taken and the information held will be for anonymous statistical reports.

If someone is named or identified within a report, the identifiable information will be removed and not stored. There are three administrators within UCL: Executive Director of Human Resources, Director of Equality, Diversity and Inclusion and Preventing Sexual Misconduct Manager.

What happens if I contact an advisor?
An advisor may be one of three roles within UCL. The administrators will assign a case to the requested advisor, which may include Human Resources, a Dignity Advisor, the Student Mediator or Student Support and Wellbeing. Each of the advisors are provided with a login and can only access the information of cases that are assigned to them.

The advisor receives an email notification that a case has been assigned to them – no identifiable information is provided within this email alert. The advisor then logs into 'Report + Support' to access information provided using their personal login details. The Advisor then makes contact with the person who has made the report and they arrange a meeting to discuss the case.