

## What are staff members' existing pathways for reporting incidents of racism?

### • Line manager

If you raise a concern with your manager, they should listen, take seriously, and discuss potential ways to resolve your concern. If your concern is with your manager, you can arrange to speak to the next person up in your department's line management chain.

Approach your manager either in person or email and ask to meet with them or raise it in one of your regular catch-up meetings. The manager should offer to meet with you. Prepare what you want to say and give options as to potential resolution. The manager may need to give some thought as to how to proceed. After the meeting the manager will send you a brief written update on what was agreed and any actions to be taken.

### • Concerns, Bullying and Harassment Support Advisors Network

The University operates a network of [Bullying and Harassment Support Advisors](#) who can be approached by students. The Advisors can be contacted directly, or through the Report + Support online tool by making a report.

The Network is available as a confidential 'sounding board', to encourage people to speak up, no matter how small that concern may be. In some cases, speaking to the Network might give them the confidence to raise the matter further. Colleagues can speak to any network advisor, who may be aligned to their department or from a different part of the University. While the Network can signpost staff to potential options to resolve their concerns, they will not act on behalf of staff or engage with others on their behalf. The Network can also point staff to the wellbeing support available in the University.

### • Report + Support Online Tool

Staff members can make reports of racially motivated incidents the [Report + Support tool](#). Report + Support was set up to provide a centralised platform for students and staff to make an anonymous report and, where contact details are given, obtain support and guidance from a designated staff member (normally using the Local Resolution Stage within the Staff Concerns Policy). Information on what happens next after submitting a report via Report + Support can be accessed [here](#).

- **Human Resources Department**

A team of [HR Business Partners and Advisors](#) can provide general advice on employee relations issues, including incidents of racism, to members of staff.

### **Emergency situation**

Where staff members consider themselves to be under physical threat or at serious risk of imminent harm, they should always contact the police in the first instance. See further information [here](#).

### **Further information:**

- The University's [Staff Concerns Policy](#) provides details of how to raise a concern (also known as a grievance), problem, or complaint, including issues which may occur in the workplace or at events connected to work that take place outside of work.
- The [Staff Concerns Hub of Resources](#) provide helpful information and resources for staff, manager, colleagues who witness something that concerns them, including incidents of racism.

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