

Student/UC Staff Member

Options for students to follow when the alleged behaviour stems from a UC staff member.

Informally address the behaviour

You may attempt to informally address the behaviour with the person, with or without the help of a support person.

Are you satisfied with the outcome?

Yes

You may feel the matter has adequately addressed. Even if this is the case, you can still seek support and/or advice to help you deal with the effect of the behaviour.

No...

Go to Make a disclosure or
Make a formal complaint

And/or Make a disclosure

You can make a disclosure about the behaviour affecting you by talking with a UC staff member (for example, the Sexual Harassment Coordinator or the Grievance and Academic Process Coordinator), or by making an anonymous disclosure via the Report It tool.

Sexual Harassment Coordinator:
studentcare@canterbury.ac.nz

Grievance and Academic Process Coordinator:
<https://www.canterbury.ac.nz/support/concerns/help/>

Identified disclosure: if you want to make the University aware of unwelcome/harassing behaviour concerning you, you can do so in person by phone, or in writing to a UC staff member (for example, the Grievance and Academic Process Coordinator) Usually, this will identify you.

Anonymous disclosure: you can choose to make an anonymous disclosure to the University using the **Report It** tool.
www.canterbury.ac.nz/report-it

Support options available

Via the Sexual Harassment Coordinator in Student Care.

<https://www.canterbury.ac.nz/support/needtotalk/student-care/>

If you would like to make a formal complaint, go to the option below.

And/or Make a formal complaint

This is submitted by the complainant (you) to the Grievance and Academic Process Coordinator. This should provide details on

- the nature of the complaint and parties involved
- what evidence there is

www.canterbury.ac.nz/support/concerns/students

Complainant submits formal complaint to Grievance and Academic Process Coordinator
Grievance and Academic Process Coordinator coordinates your complaint and is your point of contact for information about the progress of the complaint throughout the formal complaints process.

UC decides on next steps which **could** include

- Make additional inquiries
- Investigate
- Take no action
- Refer on to the appropriate party to investigate
- Take interim actions
- Take other actions

After processing your complaint the Grievance and Academic Process Coordinator will advise whether the complaint has or has not been upheld and any other additional information not subject to privacy restrictions.

Internal and External support options outlined. For example:

Internal: Sexual Harassment Coordinator
(studentcare@canterbury.ac.nz)
UC Health Centre (Phone: 03 369 4444)

External: Safe to Talk
(<https://safetotalk.nz/>, or 0800 044 334)
Aviva (<https://www.avivafamilies.org.nz/>, or 0800 AVIVA NOW)