

## Oxford SU Harassment Procedure Form

*This form can be used to submit a complaint of harassment in accordance with the Oxford SU Harassment Policy and Procedure. The Policy and Procedure are available on the Oxford SU website (<https://oxfordsu.org/your-union/governing-documents/>).*

*This form can be submitted in one of two ways:*

- *by emailing it to [melanie.duncan@oxfordsu.ox.ac.uk](mailto:melanie.duncan@oxfordsu.ox.ac.uk) putting 'Harassment' in the subject line.*
- *by delivering it by hand or sending it by post, in a sealed envelope marked 'Harassment Form', to 'Chief Executive, Oxford University Student Union, 4 Worcester Street, Oxford OX1 2BX'*\*

*Please complete all you can.*

Full name: \_\_\_\_\_

College/Position: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

For the following three boxes, please write as clearly and succinctly as possible. Include dates and details of any witnesses to any incidents that you refer to.

Please describe the behaviour that you are concerned about.

Please describe the effect of this behaviour on you.

\* If, in accordance with the OUSU Harassment Procedure, you wish to submit your complaint to the Chair of Trustees instead of the Chief Executive, please contact [enquiries@ousu.ox.ac.uk](mailto:enquiries@ousu.ox.ac.uk) or 01865 288 452 for email details, or address your delivered or posted envelope to 'Chair of Trustees, Oxford University Student Union, 2 Worcester Street, Oxford OX1 2BX'.

Please detail the resolution that you are seeking.

Please detail any action you have already taken in an attempt to address your issue.

If any attempts have already been made to resolve this, please describe them.

A large, empty rectangular box with a thin black border, intended for listing pieces of documentary evidence.

If you would like to attach any documentary evidence to this form, please list the pieces of evidence here and submit them in the same email or envelope.