**Complaint Form**

**Dignity & Respect and Sexual Misconduct Policies.**

This is a Complaint Form for making complaints of a bullying, harassment and/or sexual misconduct nature, as related to the Dignity & Respect and Sexual Misconduct policies.

You are advised to contact a [Dignity, Respect & Consent (DR&C) Support Advisor](https://www.tcd.ie/hr/dignity-and-respect/contact/) to seek support and guidance prior to the completion of this form. There are a range of confidential internal and external supports available to you and you are strongly encouraged to avail of these supports. The DR&C Support Advisor can share information about these supports with you.

Each section should be completed to the best of your ability. There are optional and mandatory questions in this form.

Please note, the Respondent will receive a copy of section 3: Complaint Details. The Complaint cannot be addressed without the Respondent's details being included in the form.

You are only required to fill out one Complaint Form in the instance that there are multiple complaints against the same Respondent. If there are two or more Respondents, you are required to fill out a separate Complaint Form for each named respondent.

When submitted, the form will be reviewed confidentially by the DR&C Manager to ensure it has been completed correctly. If you wish to have your complaint progressed formally, this form will proceed to the Screening Panel.

The Complaint Form should be submitted to the Dignity, Respect & Consent Service by email to[**drc@tcd.ie**](mailto:drc@tcd.ie)**.**

The following section contains mandatory questions about the person(s) involved in the complaint.

# Person making complaint (Complainant)

The questions in this section are mandatory.

The complainant is a person who makes a complaint, using this form, alleging that they have been subject to bullying, harassment and/or sexual misconduct behaviour.

If you are a Student making a complaint, please complete the following section:

|  |  |
| --- | --- |
| **Student Complainant** | |
| Name | Click or tap here to enter text. |
| Contact Number | Click or tap here to enter text. |
| Student ID Number | Click or tap here to enter text. |
| Programme/ Course | Click or tap here to enter text. |
| School | Click or tap here to enter text. |

If you are Staff making a complaint, please complete the following section:

|  |  |
| --- | --- |
| **Staff Complainant** | |
| Name | Click or tap here to enter text. |
| Contact Number | Click or tap here to enter text. |
| Staff ID Number | Click or tap here to enter text. |
| School/ Department/ Unit | Click or tap here to enter text. |

If you are neither Student nor Staff making a complaint, please complete the following section:

|  |  |
| --- | --- |
| **Other Complainant** | |
| Name | Click or tap here to enter text. |
| Contact Number | Click or tap here to enter text. |
| Relation to the University | Click or tap here to enter text. |

Please enter the date that the Complaint Form is being submitted:

|  |  |
| --- | --- |
| Date | Click or tap here to enter text. |

The following section contains mandatory questions about the person(s) involved in the complaint.

1. **Person against whom complaint is being made (Respondent)**

The questions inthis section are mandatory.

The respondent is a person who is named in a complaint as having allegedly carried out the bullying, harassment and/or sexual misconduct behaviour.

Please enter any details available to you.

|  |  |
| --- | --- |
| **Respondent Information** | **Answer** |
| Name | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Are they Staff, Student or  Other? | Click or tap here to enter text. |
| Programme/ School/ Unit (if  applicable) | Click or tap here to enter text. |

The following section contains mandatory questions about the issue(s) and incident(s).

# Complaint Details

The questions in this section are mandatory.

Please note that a copy of this section will be sent to the Respondent.

Which of the following best describes the situation your report relates to? You can select all that apply.

|  |  |  |
| --- | --- | --- |
| **Type of Complaint** | **Definition of terms** | **Select** |
| Bullying | Bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work/study and/or in the course of employment/study which could reasonably be regarded as undermining the individual's right to dignity at the place of work/study. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as  a once off incident, is not considered to be bullying. |  |
| Harassment | Harassment is defined as any form of unwanted conduct related to any of the discriminatory grounds under the Employment Equality Acts which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.  Harassment can be a one-off incident. |  |
| Sexual Misconduct | Sexual Misconduct covers a broad range of inappropriate and unwanted behaviours of a sexual nature including sexual harassment and sexual violence. Sexual misconduct can be committed by a person of any gender and it can occur between people of the same or different genders. It is often gender targeted and perpetrated to demean, diminish, and  intimidate. Sexual misconduct may occur between strangers |  |

|  |  |  |
| --- | --- | --- |
|  | or acquaintances, including people involved, or formerly  involved, in an intimate or sexual relationship. |  |
| Don't know | Unsure of type of complaint. |  |

If you have selected Harassment, please identify which of the following equality ground(s) you feel this complaint relates to. You can select all that apply.

|  |  |  |
| --- | --- | --- |
| **Equality Grounds** | **Definition of terms** | **Select** |
| Age | a person's age, this does not apply to a person aged under 16. |  |
| Civil Status | a person's civil status be it single, married, separated,  divorced, widowed, civil partnered and formerly civil partnered. |  |
| Disability | includes people with physical, intellectual, learning, cognitive  or emotional disabilities and a range of medical conditions. |  |
| Family Status | being a parent of a person under 18 years or the resident  primary carer or parent of a person with a disability. |  |
| Gender | a person's gender identity including male, female, transgender  or non-binary. |  |
| Race/ Ethnicity | includes race, skin colour, nationality, or ethnic origin. |  |
| Religion | a person's religious belief, background, outlook, or none. |  |
| Sexual Orientation | a person's sexual orientation including gay, lesbian, bisexual  and heterosexual. |  |
| Membership of the  Traveller Community | a person's membership of the Traveller community. |  |
| Don't know | Unsure of which Equality Grounds it relates to. |  |

Please set out the details of the allegation or complaint, from your perspective including any relevant context. This may include what was said or done, dates, times, witnesses, and any relevant context you wish to include.

You may attach relevant information to support your complaint, however this form is the primary means of capturing the details of the complaint. Please do not attach images to this form, please retain should they be required.

|  |  |
| --- | --- |
| **Complainant Name** | Click or tap here to enter text. |
| **Respondent Name** | Click or tap here to enter text. |
| **Complaint Details:**  Click or tap here to enter text. | |

The following section contains mandatory questions about resolution(s) for the issue(s).

# Resolution(s)

The questions in this section are mandatory.

Informal resolution refers to the options available to resolve an issue without instigating the formal investigation procedure.

The [Code of Practice on Sexual Harassment and Harassment at Work](https://www.ihrec.ie/documents/code-of-practice-on-sexual-harassment-and-harassment-at-work-2/) and [Code of Practice for Employers](https://www.hsa.ie/eng/publications_and_forms/publications/codes_of_practice/code_of_practice_for_employers_and_employees_on_the_prevention_and_resolution_of_bullying_at_work1.html) [and Employees on the Prevention and Resolution of Bullying at Work](https://www.hsa.ie/eng/publications_and_forms/publications/codes_of_practice/code_of_practice_for_employers_and_employees_on_the_prevention_and_resolution_of_bullying_at_work1.html) advise that a prompt and informal problem-solving approach offers the best potential for addressing allegations of bullying and harassment effectively. It is good practice that all informal resolution avenues should be considered and where appropriate, exhausted before a formal process is instigated. Proceeding to a formal process should not be viewed as automatic as set out in the Code.

In some instances, especially those related to sexual misconduct, informal resolutions may not be appropriate. The key principle to be maintained is that individuals making a complaint should be the decision maker around what resolution actions should be taken, as set out in the policies.

Outline below any of the informal resolutions you have explored. You can select all that apply.

|  |  |
| --- | --- |
| **Informal Resolutions** | **Select** |
| Informal conversation |  |
| Informal conversation involving a Manager/ College Officer |  |
| Facilitated conversation |  |
| Mediation |  |

If you have chosen not to engaged with Informal Resolutions, please outline any reason(s) below.

|  |
| --- |
| Click or tap here to enter text. |

By submitting this Complaint Form, you acknowledge that a copy of section 3: Complaint Details will be sent to the Respondent and that all information within this form is accurate to the best of your knowledge.

On completion, this form should be submitted to the DR&C Service by email to[**drc@tcd.ie**](mailto:drc@tcd.ie)**.**

The following section contains optional questions about gender and reporting.

# Additional Questions

The questions in this section are optional.

How do you define your gender? (This is for statistical purposes)

|  |  |
| --- | --- |
| **Options** | **Select** |
| Gender fluid |  |
| Gender non-conforming/ queer |  |
| Man |  |
| Non-binary |  |
| Woman |  |
| Trans man |  |
| Trans woman |  |
| Other |  |

Have you previously reported this through the [Speak Out](https://tcd.speakout.ie/) tool? (This is for statistical purposes)

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If applicable, have you reported this issue to An Garda Síochána (the Irish Police Authority)?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

This is the end of the Complaint Form.