

Taking part in an Investigation under the Staff Sexual Misconduct and Sexual Harassment Policy: *Individual who raised a complaint (Reporting Party)*

We have compiled some frequently asked questions that you may find helpful if you have been invited to attend an investigation meeting under the [Staff Sexual Misconduct and Sexual Harassment Policy](#) as the reporting party.

If you have further questions that are not covered below, please do not hesitate to contact your People Partner who will be able to offer further advice and guidance.

Allegations

At what point is the responding party informed of the allegations and my name?

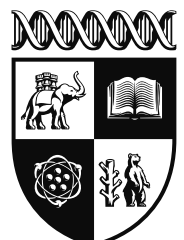
The responding party is advised of the allegations once the People Team has received notification from Report and Support that the matter is to progress formally and a risk assessment has been undertaken to assess any potential risks that may affect the health and safety of yourself as the reporting party, the responding party as well as the wider University community.

When does the responding party see my statement?

The responding party will be given a summary of the complaint and your name when advised of the complaint against them. They do **not** receive the full complaint at this stage. The Investigating Officer may include the full information in the final investigation report, which is shared once the investigation concludes. In certain circumstances, such as situations where sharing full details might negatively affect those involved some information may be redacted to protect the wellbeing of the parties.

I am feeling worried about what may happen once the responding party is notified. Will they be asked not to contact me and what happens if they do?

These feelings are a very natural response to an uncertain and potentially stressful situation. As part of the process, a risk assessment group will consider what protective measures may be needed whilst the investigation takes place. This can include a non-contact order to help safeguard safety and wellbeing. If such measures are put in place, both parties are informed. If the responding party breaches a non-contact order, please let your People Partner know as soon as you feel able.



Investigation process

How long will the process take?

The full process is set out in the [Staff Sexual Misconduct and Sexual Harassment Policy](#). Some key timings are set out below:

- After submitting a disclosure with contact details to Report and support, the individual will be contacted within two University working days by a Liaison Officer.
- Investigations of alleged Sexual Misconduct matters should be carried out without unreasonable delay to establish the facts of the case.
- Formal outcomes associated with disciplinary hearings or appeal hearings will usually be communicated in writing within 7 calendar days.
- Any appeal must be lodged within 14 calendar days of receipt of written notification of the original hearing outcome.

If you have any further questions about the process or timeframes for stages of the procedure, then please contact the People Partner identified in the correspondence to yourself.

Are investigation meetings held in person or online?

Investigation meetings can take place either in person or via Microsoft Teams. If you have a preference based on what feels most comfortable for you, please share this with the People Partner.

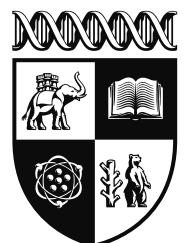
I feel uncomfortable discussing the details of my experience. What should I do?

It is completely understandable to feel discomfort or distress when speaking about difficult experiences. The Investigating Officer has been trained to approach these conversations with sensitivity and care. You are welcome to bring a companion to the meeting for support, and you may request breaks whenever you need them. You may also submit a pre-prepared statement if there are elements of the complaint you feel uncomfortable discussing with the Investigation Officer.

Attending the meeting gives you the opportunity to explain what happened in your own words, and any additional evidence you wish to share can be provided before, during, or after the meeting.

What should I do if I forget to mention something in the meeting?

We understand that the investigation meetings can feel stressful. If something comes to mind afterwards, you are welcome to add this as an addendum to the notes from your meeting. Alternatively, you can email your additional comments or evidence directly to the Investigating Officer copying in the People Partner or share with the People Partner who will ensure that these are shared with the Investigating Officer.



I am concerned that the notes from the meeting don't accurately reflect the conversation, and I am not happy to sign them.

You are welcome to take your own notes at the meeting. The official notes taken by the University notetaker will be shared with you so you can suggest corrections using track changes. However, you will not normally be able to remove anything from the record that was discussed and accurately recorded. In the event of any disagreements, the Investigating Officer may agree to append two versions of the notes to the final investigation report.

Right to be accompanied

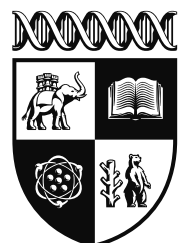
Who can be my companion at the meeting?

You are welcome to be accompanied at the meeting by one of the following:

- a. a Liaison Officer from the [Report and Support Team](#)
- b. a University of Warwick work colleague if you are an employee or a fellow University of Warwick student if you are a student
- c. a Trade Union representative or an official employed by the Trade Union. You can find further information on Trade Unions at the University of Warwick here: [Trade Union Support with a Workplace Issue](#)
- d. a Students' Union Advice Centre Adviser if you are a student
- e. an Independent Sexual Violence Adviser.

My chosen companion is unable to make the scheduled meeting. What are my options?

If your chosen companion is unavailable, please let your People Partner know as soon as possible. A new date is typically offered within 7 calendar days of the original date, unless that is not reasonably practicable. Availability of a work colleague, Trade Union representative or other companion should not cause unreasonable delay, and you may be asked to identify an alternative representative in the event of delay of more than 7 calendar days. If you need help identifying someone suitable, the People Partner identified in the correspondence to yourself can assist.



I was told my preferred companion has a conflict of interest. What can I do?

This can happen in situations where a companion is also involved in the investigation process. If this occurs, you are welcome to select another companion. If you need help identifying someone suitable, the People Partner can assist you.

Outcomes

Will I be advised of the outcome of the investigation?

Yes. You will be told the outcome once the investigation concludes. If the case proceeds to a disciplinary hearing, you will be invited to attend, but this is completely optional. You will also be informed of any recommendations made as a result of the investigation.

What are the possible outcomes?

Should the matter progress to a disciplinary hearing, the hearing may result in a number of possible outcomes or sanctions. These are:

- Dismissal - The University considers all allegations of Sexual Misconduct as serious breaches of discipline, which could potentially lead to dismissal for a first offence.
- Final Written Warning
- First Written Warning
- No Further Action - If there is insufficient evidence to support the allegations of Sexual Misconduct no sanction will be issued.

What happens if I don't agree with the outcome?

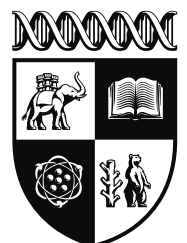
You have the right to appeal against the decision made at the Disciplinary Hearing. Your appeal must be submitted within 14 calendar days of receipt of written notification of the outcome. The outcome letter will detail who the appeal should be sent to.

Please be aware that in all Sexual Misconduct cases, the responding party will be notified of your appeal and will be informed of the outcome.

Details about submitting an appeal can be found in section 7 of the [Disciplinary Policy](#)

If the responding party isn't dismissed, do I have to continue working with them?

Steps will still be taken to support your safety and wellbeing. These may include mediation, relocation, or other departmental adjustments, alongside any formal sanctions for the responding party. Your comfort, safety, and ability to work without distress are important considerations.



Support

Who can I turn to for support with this process?

In addition to talking to the People Partner and bringing a companion with you to the meeting, you can access the following forms of support:

- **Report and Support:** [*Report + Support - University of Warwick*](#)
- **Trade Union support:** [*Trade Union Support with a Workplace Issue.*](#)
- **Employee Assistance Programme:** [*Employee Assistance Programme*](#)
- **Wellbeing Hub:** [*Staff | Wellbeing & Wellbeing Support*](#)

