

[REDACTED]

05 February 2019

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_19-017)**

We have now considered your request of 16 January 2019 for information relating to the University's complaints procedures and guidance in relation to sexual abuse, sexual assault and/or sexual harassment.

Our response is on page 2 of this letter, together with a copy of your request.

On this occasion it is not possible to provide some of the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold any of the information requested regarding guidance for academic and non-academic staff or students in respect of sexual relationships. This guidance is currently in development.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 40 working days of the date of this letter. In line with section 5.3 of the UK Government's Freedom of Information Act Code of Practice, we are not obliged to accept internal reviews after this date.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Kirsty McDonald  
Information Compliance Assistant  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_19-017)

*I am writing to make a Freedom of Information request for the following information:*

- *The procedure which the university follows when a student makes a complaint of sexual abuse, sexual harassment or sexual assault.*

The University's procedures are set out in the two documents below:

- Procedures for Dealing with Harassment:  
<https://portal.uea.ac.uk/documents/6207125/6816233/Procedures+for+Dealing+with+Harassment+2016+Final.pdf/>
- Policy on Student Harassment and Sexual or Physical Misconduct  
<https://portal.uea.ac.uk/documents/6207125/6816233/Harassment+and+Sexual+or+Physical+Misconduct+Policy+2018+Final.pdf/>

- *The procedure which the university follows when a member of the academic staff makes a complaint of sexual abuse, sexual harassment or sexual assault*

The University's procedures are set out in the three documents below:

- Grievance and Disciplinary Procedure (UEA Ordinance 6):  
<https://www.uea.ac.uk/documents/2506781/2683954/Ordinance+6/>
- Support Staff Disciplinary and Dismissal Procedures:  
<https://www.uea.ac.uk/documents/2506781/2683954/Disciplinary+and+Dismissal+Procedure+for+Support+Staff.pdf/>
- Briefing Note 26: Guidance For Staff Who Believe They Are Being Subjected To Inappropriate Behaviour:  
<https://www.uea.ac.uk/documents/2506781/25473426/UEA+Briefing+Note+26+-+Guidance+for+staff+who+believe+they+are+being+subjected+to+inappropriate+behaviour/>

- *The procedure which the university follows when a member of non-academic staff, makes a complaint of sexual abuse, sexual harassment or sexual assault.*

The University's procedures are set out in the four documents below:

- Support Staff Grievance Procedure:  
<https://www.uea.ac.uk/documents/2506781/2683954/Grievance+Procedure+for+Support+Staff.pdf/>
- Support Staff Disciplinary and Dismissal Procedure:  
<https://www.uea.ac.uk/documents/2506781/2683954/Disciplinary+and+Dismissal+Procedure+for+Support+Staff.pdf/>
- Grievance and Disciplinary Procedure (UEA Ordinance 6):  
<https://www.uea.ac.uk/documents/2506781/2683954/Ordinance+6/>
- Briefing Note 26: Guidance For Staff Who Believe They Are Being Subjected To Inappropriate Behaviour:

<https://www.uea.ac.uk/documents/2506781/25473426/UEA+Briefing+Note+26+-+Guidance+for+staff+who+believe+they+are+being+subjected+to+inappropriate+behaviour/>

- *The guidance which the university gives to academic staff in respect of sexual relationships with students.*

***[Information not Held, s.1(1)(a) Freedom of Information Act]***

- *The guidance which the university gives to non-academic staff in respect of sexual relationships with students*

***[Information not Held, s.1(1)(a) Freedom of Information Act]***

- *The guidance which the university gives to students in respect of sexual relationships with employees of the university.*

***[Information not Held, s.1(1)(a) Freedom of Information Act]***