The Wellcome – MRC Cambridge Stem Cell Institute regard all forms of bullying, harassment and victimisation as unacceptable. It is the responsibility of each member of the Institute, both staff and students, to assist in promoting an environment of mutual respect and consideration.

**Bullying** is any behaviour which makes someone feel intimidated, humiliated or offended, whether or not it is intended to do so.

**Harassment** is unwanted conduct that violates another person’s dignity or creates an intimidating, hostile or offensive environment and may be related to: sex or gender, age, disability, race, religion, sexual orientation, marriage and civil partnership, pregnancy and maternity or other grounds, and is illegal. In particular, sexual harassment includes any unwanted sexual comments or jokes as well as unwanted physical contact.

**Victimisation** is the hostile treatment of someone who has made a complaint about discrimination or has helped someone who has been the victim of discrimination.

If you feel that you are being bullied, harassed or victimised, there are several people within the Institute you can contact, in addition to your own manager or HR:

- Anthea Stanley, Business and Operations Manager  
  01223 760 236, [ajs333@cam.ac.uk](mailto:ajs333@cam.ac.uk)
- Brian Hendrich, Postgraduate Training Director  
  01223 760 212, [bdh24@cam.ac.uk](mailto:bdh24@cam.ac.uk)
- Abi Herrmann, Wellbeing Champion  
  01223 760 283, [agh51@cam.ac.uk](mailto:agh51@cam.ac.uk)
- Omar De Faria Junior, Wellbeing Champion  
  01223 760 213, [od259@cam.ac.uk](mailto:od259@cam.ac.uk)

**Students** may contact any of the above, and also any other member of the [Graduate Student Committee](mailto:).

If you witness behaviour which may constitute harassment, bullying or victimisation:

- Encourage the person on the receiving end of this behaviour to seek appropriate support and assistance from the above named individuals
- Offer appropriate assistance yourself (e.g. by offering to provide a truthful statement about what you have witnessed)
- Draw the incident to the attention of the appropriate person if you feel that a culture is developing, in the Institute or within a research group, which is leading, or is likely to lead, to harassment, bullying or victimisation.

Any member of staff approached with a report of bullying or harassment, must:

- Treat concerns seriously
- Protect the anonymity of the reporter
- Ask permission from the reporter before seeking guidance or conveying details to others
Complaints Policy & Procedure

The Cambridge Stem Cell Institute complies with the University’s Dignity at Work Policy and follows these procedures in the event of a complaint of bullying, harassment or victimisation. The process is in place to ensure fair and transparent treatment of both the complainant and the complaineep in accordance with University regulations.

Staff or students who feel that they have been, or are being, subjected to unacceptable behaviour, or are accused of unacceptable behaviour, are advised to seek advice and support. The main Institute points of contact are named above. Advice may also be sought from line managers, Institute HR or the HR Adviser assigned to their School, https://www.hr.admin.cam.ac.uk/contact-us

Once an individual has contacted any of these people, they will be advised on the most appropriate next steps in line with the University’s Dignity at Work policy.

If appropriate, unacceptable behaviour should be dealt with informally between the individuals involved, with support from the Institute or the University.

If the situation is not resolved by the informal process, or the matter is particularly serious, the complainant may decide to make a formal complaint.

More information can be found here.