# SEXUAL MISCONDUCT POLICY FRAMEWORK

## Flowchart for reporting an incident of sexual misconduct

**UKMC**
UK MANAGEMENT COLLEGE

## DISCLOSURE

**(!) A DISCLOSURE OF SEXUAL MISCONDUCT IS MADE**

**ENSURE THE COLLEAGUE IS SAFE & CONSIDER SAFEGUARDING ISSUES**

If someone is in immediate danger of harm, call the police. Signpost colleagues to the Sexual Misconduct policy and to the support available in Appendix 1. If there are safeguarding concerns, please contact the Safeguarding team and/or refer to the Safeguarding Policy.

**Does the colleague want to report the concern?**

**NO**

**YES**

For support guidance and resources please signpost to the support available in Appendix 1 of the Sexual Misconduct policy

Remember:
- You can report a concern later. There is no time limit to report
- You can report a concern anonymously

A concern of sexual misconduct can be reported in the following ways

## REPORT

**REPORT IN ONE OF THE FOLLOWING WAYS**

Both anonymous and named reports can be made through the online sexual misconduct reporting form

**HR Department**

**Sexual Misconduct Reporting Form**

## NEXT STEPS

**SCREENING OF THE REPORT TAKES PLACE**
Reports of sexual misconduct will be managed swiftly, confidentially and in line with the appropriate organisational policies and procedures
(The screen panel could agree that no further action is taken)

The person who raised the incident will be informed about the decision that the panel has come to and why

**INVESTIGATION**
If agreed by the panel, a formal investigation is commissioned through either the Grievance or Disciplinary policy.
(Not all reports can be investigated, such as due to lack of detail or agreement by screen panel).

**ACTION FORMAL ACTION**
Formal action that will normally follow the process in the relevant policy

**NOT UPHELD**
Please signpost to the support available in Appendix 1 of the Sexual Misconduct policy.

**INFORMAL ACTION**
Informal action in line with either UKMC Grievance or Anti-Bullying & Harassment Policy