



University of
St Andrews

Gender-based violence (including Sexual Misconduct)

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1. Statement

- 1.1 The University has a responsibility to prevent and respond to any behaviour which is contrary to the values and ideals of our shared community which requires a commitment to treat everyone with dignity, courtesy and respect. As such, the University will not tolerate any forms of unacceptable behaviour, abuse or violence towards any member of the community. Any allegation of this nature will be looked into promptly, efficiently and sensitively by the appropriate department (Human Resources/Student Service/Student Conduct), and if appropriate, disciplinary action will be taken. In the case of anonymous reports where investigation may not be possible or feasible, systemic options/campaigns will be considered where appropriate.
- 1.2 This policy focuses primarily on the prevention and intervention of gender-based violence “GBV” and sexual misconduct. [Section 3](#) provides the Scottish Government’s definition of GBV.

2. Purpose

- 2.1 This policy sets out the procedure for raising and responding to disclosures of GBV and sexual misconduct to ensure the physical safety of our employees and signpost access to appropriate support. This policy also outlines the process for dealing with reported perpetrators of GBV and sexual misconduct including when the behaviour may also constitute a criminal offence. For the avoidance of doubt, in this policy, it is assumed that GBV also incorporates any behaviours in the form of sexual misconduct.
- 2.2 This policy covers employee disclosures of GBV in the workplace and in any work-related setting outside of the workplace, for example, business trips, external conferences/workshops, sporting events and work-related social events. Other matters of concern should be raised via the [Dignity and respect at work policy](#) or the [Grievance policy](#) depending on the nature of the complaint.
- 2.3 This policy complements the University’s [Equality, diversity and inclusion policy](#), the [Dignity and respect at work policy](#) and is also compliant with the [Equally Safe in Higher Education Toolkit](#), [EHRC Sexual harassment and harassment at work guidance](#) and employment legislation.
- 2.4 All employees are encouraged to complete the online [GBV course](#), which complements this policy, and aims to develop participants’ understanding of the nature, extent, and impact of GBV and how GBV affects staff and students in higher education. The training also provides guidance on responding sensitively to disclosures.

3. Definitions

3.1 Definition of GBV

- 3.1.1 The University recognises that although GBV is experienced mostly by women and perpetrated mainly by men, it can also apply more broadly, including the abuse of males, same gender abuse, a-gender, trans, non-binary and non-gender conforming people, can be affected by ethnicity, as well as homophobia, biphobia and transphobia. [Appendix A](#) provides examples of a range of unacceptable behaviours. Anyone can be affected by this kind of violence, and anyone can be a perpetrator.

3.1.2 Whilst recognising these wider applications, the University has adopted the Scottish Government's (2016) definition of GBV which broadly highlights the spectrum of behaviours entwined in this issue as follows:

“GBV is a function of gender inequality and an abuse of male power and privilege. It takes the form of actions that result in physical, sexual and psychological harm or suffering to women and children, or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. It is men who predominantly carry out such violence, and women who are predominantly the victims of such violence. By referring to violence as gender-based, this definition highlights the need to understand violence within the context of women’s and girl’s subordinate status in society. Such violence cannot be understood, therefore, in isolation from the norms, social structure and gender roles within the community, which greatly influence women’s vulnerability to violence.”

3.1.3 Defining abuse as gender-based means that interventions with victims and perpetrators need to be based on an understanding of what it means to be a man, woman or non-binary within any given societal context. For example, men who abuse may justify their behaviour with reference to societal expectations of how women, and indeed men, should behave. Male victims of abuse may find it difficult to report abuse because of gendered notions in society and in the services they approach, relating to masculinity and help-seeking. It is therefore important that any interventions with reported perpetrators or victims are sensitive to all parts of the person’s life, on which the abuse may impact.

3.2 Intersectionality

3.2.1 Statistically the main risk factor for experiencing GBV is being a female however, there are other factors at play across society.

3.2.2 The concept of intersectionality identifies additional factors which interact with gender along other axes of power and discrimination to exacerbate and increase the risk of experiencing GBV including age, physical and learning disabilities, gender identity, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation, poverty and areas of cultural diversity including religion, belief or ethnicity. Drivers for this are often the continuing prejudice and structural barriers in society which cause inequality. Examples include:

- Minority ethnic communities, where traditional gender roles can be stronger and where cultural practices may involve violence and forced marriage;
- Disabled persons are more vulnerable to exploitation and coercion, whilst older people may be either caring for, or being cared for by, their abuser;
- Refugee and asylum-seekers may experience intersecting forms of discrimination in situations where their gender and status make them more vulnerable to physical and sexual violence.

(Source: [Equally Safe in Higher Education Toolkit](#))

4. Scope

4.1 University employees

4.1.1 This policy applies to all University employees. For the purpose of this policy, this includes bank workers, agency workers, other casual workers, students undertaking any kind of

work for the University (including work placements), honorary staff, visiting fellows and scholars and any third party engaged to work at the University. For ease, throughout the policy “employee” will refer to all employment/worker engagements as mentioned above.

4.2 Complaint involving an external party or student

- 4.2.1 If an employee considers that they have been subject to GBV by an external party such as a supplier, auditor, customer, visitor or an attendee at an internal/external event, the employee should report this incident following the [reporting options](#) outlined in this policy.
- 4.2.2 If an employee feels that they have been subject to GBV by a student, the employee should raise the matter using the [Report & Support system](#) or, if preferred, contact the University Discipline Officer directly (<mailto:discipline@st-andrews.ac.uk>).
- 4.2.3 Any external party who has a complaint of GBV by a member of the University community should raise the matter via the University’s [Complaints Handling Procedure \(CHP\)](#).

4.3 Complaint involving 3rd party workers

- 4.3.1 If a complaint of GBV relates to a worker supplied by an external agency, supplier, auditor or any third-party company, the University will transfer the matter to the agency/company to manage on behalf of the University. Employees should report the GBV matter following the [reporting options](#) outlined in this policy. It will be the responsibility of Human Resources (HR), to notify the external agency/company of the complaint and ensure appropriate support is provided to the employee who has disclosed the matter. It will be the responsibility of that agency/company to investigate and conclude matters as appropriate in line with their existing policies. Depending on the outcome, the University reserves the right not to engage the services of that individual or company again.

4.4 Students

- 4.4.1 If a student feels that they have been subject to GBV, they should raise the matter using the [Report & Support system](#) or, if preferred, contact Student Services directly by emailing <mailto:support.advice@st-andrews.ac.uk> with the subject field “Support, Report” or book an appointment with an adviser at <https://universitystandrewsstudentservices.simplybook.me/v2/>.
- 4.4.2 Further advice and guidance for students can be found on the student [sexual misconduct](#) page which includes access to the [policy statement relating to student sexual misconduct](#).
- 4.4.3 Any student complaint regarding an employee will be passed to HR to investigate accordingly. Any complaint investigated that amounts to misconduct may lead to action taken under the [Disciplinary procedure](#).

5. How to report an incident of GBV

- 5.1 It takes great courage to disclose experiences of GBV and therefore it is acknowledged that individuals may be fearful of taking the initial step to report the matter. All individuals who have experienced GBV deserve to be listened to, supported and believed and, as such, the University is committed to creating an environment that enables members of the community to feel safe and confident in seeking the support they need.

5.2 Immediate reporting - Emergency

5.2.1 Anyone who considers themselves to be in physical danger or in need of urgent medical attention should call the emergency services on 999.

5.3 Reporting to the University

5.3.1 There are several ways to formally report unwanted and unacceptable conduct and behaviour to the University. Below lists the ways to notify the University.

5.3.2 Report & Support

- Report and support is an online reporting tool which allows anyone to report matters which are deemed to be unacceptable.
- Reports can be submitted with contact details (identifiable) or anonymously (unidentifiable).
- To make a report, or for further details visit the [Report & Support webpage](#).

5.3.2.1 Reporting openly to an appropriate adviser (recommended)

- Reporting with contact details (openly) through the Report & Support system provides the employee with the opportunity to disclose personal details about themselves, the incident and, the reported perpetrator.
- It allows University staff (“an appropriate adviser”), experienced in managing disclosures, the ability to respond to the person who made the disclosure, discuss support options and, if necessary, take appropriate action, such as investigation to seek a resolution.
- The University encourages employees, wherever possible, to disclose incidents openly to ensure that appropriate support and action can be taken.

5.3.2.2 Anonymous reporting

- Employees can choose to report matters anonymously to the University if they feel that it is appropriate in their circumstances.
- Anonymous reporting provides the University with statistical information, which is used to identify and monitor trends of any issues that arise at the University.
- It is important to note that the University will not be able to offer direct support and advice to the employee if an anonymous report is received however employees are still encouraged to access appropriate support services as listed on the [Report & Support webpage](#) and [Appendix D](#).
- The University will not normally act upon anonymous reports, notably where there is insufficient information to advance a fair and thorough investigation. However, there may be circumstances, including if the reported perpetrator has been named anonymously in one or more instances, where it will be necessary for the University to assess whether further action can be taken, as part of the University’s obligations to provide a duty of care, to all parties who may be affected. Further action may include one or more of the following: risk assessment, advising staff where concerns about their behaviour have been raised, and/or assessing the matters raised under formal procedures.

5.3.3 Report directly to an adviser (outwith the Report & Support system)

5.3.3.1 If preferred, employees can approach an appropriate adviser directly by emailing: <mailto:hrconfidential@st-andrews.ac.uk>. **Please note that only advisers have access to this inbox.**

5.3.3.2 HRBPS/Advisors have had external guidance/training to enable them to provide appropriate support and explain the process involved in reporting a GBV matter.

5.3.4 Report to someone else

5.3.4.1 If for any reason the employee does not want to disclose the matter through Report & Support, they can choose to disclose the matter to someone else within the University community. The main thing is that the person feels comfortable about disclosing, feels listened to and supported. [Section 6.3](#) provides guidance on how this person should respond to a disclosure. **These individuals are not trained in dealing with disclosures and therefore their role will be to listen and signpost appropriate support only.** The recipient of the disclosure is not expected to be an expert on this policy or on criminal law.

6. What to expect after a report is made to the University

6.1 Reported to an appropriate adviser / Report & Support

6.1.1 Once a report has been submitted (directly to an adviser or via Report & Support), the employee can expect assurance that:

- The report will be taken seriously and that all parties will be treated fairly and with dignity and respect throughout any process relating to the matter.
- They will be listened to; their matter will be taken seriously, and their feelings and decisions will be respected.
- They will have access to appropriate [support services](#).
- The University will ensure as far as reasonably possible that their physical safety is protected while at work.
- Confidentiality will be maintained as far as reasonably possible as outlined in [Section 7](#).

6.1.2 The employee will be responded to within **3 working days** of submitting a report or requesting a meeting with an adviser. Usually, providing the employee is comfortable with this approach, the adviser will request a meeting with the person who raised the disclosure.

6.1.3 It is recognised that this meeting may be distressing and overwhelming and therefore employees may request additional support, such as being accompanied by a work colleague or [Trade Union \(TU\) representative](#).

6.2 What will be discussed at the meeting

6.2.1 The adviser will ensure in the first instance that the employee is not in any immediate danger and/or requiring medical attention. If they do, emergency services will be contacted.

6.2.2 The adviser will:

- Ensure the discussion is carried out in a private and secure setting, away from possible distractions.

- Sensitively gather facts about the matter e.g. when/where the issue occurred, if it is ongoing, who was involved/harmed or witnessed the incident/s, ascertain if the matter poses a threat and/or risk to the person, others and/or the University.
- Explain what [options](#) are available.
- Assess if there are any risks identified and if any precautions are necessary ([Appendix C](#)).
- Take a written record of the details discussed. ([Appendix C](#) provides a template for this purpose).
- Agree the parameters of the disclosure and what adjustments have been agreed (if applicable), such as, who should be informed (this may include services such as, HR, IT, Student Services, Registry, Security & Response team, Occupational Health, the employee's line manager).

6.2.3 The adviser (if not already a member of HR) must inform a member of the [HR Business Partner \(HRBP\) team](#) once a report has been made to agree on how to proceed. For instance, if the reported perpetrator is a member of the University community, this may involve undertaking a University investigation.

6.3 Reported to someone else

6.3.1 Individuals who are not in the cohort of staff trained to respond to disclosures must follow these steps to ensure appropriate support is given:

- Ask the person if they feel they are in any immediate danger and/or require medical attention. If the response is yes, emergency services must be contacted.
- Ask the person if they feel the matter poses a threat and/or risk to themselves, to others or the University. If the response is yes, explain to the person that this matter must be disclosed to an [adviser](#) to take forward.
- Offer to support the person in reporting the matter to an [adviser](#);
- Provide reassurance to the person that their disclosure will be treated seriously, professionally and support will be given;
- Inform the person that confidentiality will be maintained unless it is believed that there is a serious safety or welfare concern. Further details are outlined in [section 7](#);
- Take notes of the details discussed using the template provided in [Appendix C](#);
- Refer the employee to [Appendix D – GBV Support](#) , [Report & Support](#) and issue them with a [GBV support card](#).

GBV Support Cards: Employees should always have at least one of these cards accessible to them during working hours. These cards provide crucial support contacts and will help the person to make an informed choice about the action they want to take. New cards can be requested by contacting [Human Resources](#). **An online version of the GBV support cards can be accessed at this webpage:** <https://www.st-andrews.ac.uk/media/human-resources/new-policy-section-documents/GBV%20cards.pdf>

6.3.2 Where no further action is required, the recipient of the disclosure must send the record of discussion via email to the person, signpost to [appropriate support](#) and destroy any hardcopies of paperwork relating to the discussion.

6.3.3 Employees should be aware that if someone discloses a matter to them, they may be called as a witness if the employee (or the adviser) reports the incident to the Police. It is therefore essential that accurate records are taken by anyone who receives a disclosure.

6.3.4 If the recipient of the disclosure is unsure whether the matter should be escalated to an [adviser](#), they should remove any identifiable details from the disclosure, including names, and request advice on this basis from an adviser on how to proceed.

7. Confidentiality

7.1 The University recognises the importance of privacy in cases where GBV is reported. Confidentiality will be maintained as far as reasonably possible and information will only be shared with others on a need to know basis. There are, however, some circumstances in which confidentiality cannot be guaranteed. These occur where there is a reasonable belief that there may be a **serious risk to the physical or mental wellbeing of an employee or others, including children**.

7.2 All employees have a duty to maintain a safe and equitable workplace. As such, any report that raises a concern for the safety of any member of the University community or others **must** be raised to an [adviser](#). If the employee does not want to disclose the matter any further, the person who has received the initial disclosure is obligated to do so. This individual must:

- Make the person aware that they have a responsibility to disclose the matter due to the safeguarding and/or overall welfare/risk concern to themselves, others or the University – this should be made clear on the outset of the discussion;
- Disclose the issue to an [adviser](#);
- **Not** share the disclosure with anyone else.

7.3 If there are breaches of confidentiality unrelated to [7.1](#), these will be investigated and may be subject to disciplinary action.

7.4 Sharing records of the disclosure should only be actioned with the consent of the employee except for the circumstances stated in 7.1. Other circumstances that may require the sharing of records include:

- A University investigation e.g. a grievance. A copy of the details will be shared with the reported perpetrator.
- If the matter proceeds to formal discipline, any report statements etc will be disclosed to comply with employment law to ensure a fair hearing and right of response.
- To ensure the employee is adequately protected onsite (in certain situations the University may notify the Security team).
- If witnesses are required to provide evidence; however, the importance of confidentiality will be emphasised, and any breaches may result in disciplinary action.
- If amendments to working arrangements have been agreed that require the employee to be moved to a different department/role/location.

8. What are the options after a GBV report is submitted

8.1 Employees who have chosen to report an incident of GBV at the University will be provided information on the options available to them at the meeting including:

- Requesting professional support only (internal and/or external)
- Making a formal complaint to the University
- Reporting the matter to the Police

8.2 Assessment of risk

8.2.1 There may be disclosures of GBV that pose a threat and/or risk to themselves, to others and/or the University. The adviser must consider if the disclosure requires action to be taken in order to mitigate the threat/risk. [Appendix C](#) provides a checklist that should be completed by an adviser on receipt of a disclosure. A word version is available:

8.3 Requesting support only (internal and/or external)

8.3.1 There may be instances of GBV where there is no requirement for Police involvement or where a formal complaint has not been raised but the employee discloses a GBV matter to the University. Matters include (although are not limited to) situations where:

- Historically, an employee has experienced GBV from an individual connected to the University and that person has a current legal restriction in place, e.g. a harassment order and therefore possible workplace adjustments may need to be implemented. [Appendix B](#) provides examples of workplace adjustments.
- An employee has experienced GBV unrelated to the University; however, the employee requests support from the University for example, counselling.

8.4 Take formal action

8.4.1 If an employee has experienced GBV by another member of staff, they can request that their report is treated as a formal complaint. This will normally be investigated under the [University's discipline procedure](#). Depending on the level of detail provided on the initial report via Report & Support, the employee may be required to submit further details of the matter however this will vary from case to case and will be confirmed to the employee by the adviser assigned to the case.

8.4.2 Complaints that amount to a report of misconduct will be investigated and may lead to action taken under the [Disciplinary policy](#) up to and including termination of employment. The employee who reported the matter will be informed of the outcome of the investigation in writing e.g. whether their complaint has been upheld or unsupported but not of any specific formal action issued to the reported perpetrator.

8.5 Reporting the matter to the Police (or other external authority)

8.5.1 If the employee decides that the matter requires Police involvement, the adviser will provide support through this process. The person can also access a wide variety of external [support services](#).

8.5.2 The University will not usually report the matter to the Police or other external authorities without employee consent; however, in exceptional circumstances, the University may exercise their right to pass information on, particularly in situations where there is believed to be a continuing risk to the person and to others as outlined in [section 7](#). Matters that will likely require Police involvement, without consent include (but not inclusive):

- Where an allegation has been made about an employee (or student) towards a student who is under the age of 18.
- Where an allegation has been made about an employee (or student) towards an adult at risk.

8.5.3 The adviser must document their decision to share this information and the reasons for this and inform the person who disclosed the matter of the reason why confidentiality cannot be contained and the steps that will be taken upon disclosure to the Police or other external authority.

9. Reported perpetrators of GBV

9.1 Handling reported misconduct which may constitute a criminal offence

9.1.1 The University will cooperate fully with any associated police investigation and subsequent legal proceedings and will as far as reasonably possible ensure the protection of the person who has experienced GBV.

9.1.2 If criminal proceedings commence, the University may decide to put any internal investigation on hold until criminal proceedings have concluded. However, if it is deemed reasonable to do so, the University may still carry out their own investigation if this does not impact on any criminal investigation or prejudice the criminal proceedings.

9.1.3 Where legal restrictions have been placed on a person reported to have committed a GBV offence, the person must ensure compliance with those restrictions. It is a mandatory obligation employees inform their line manager and an [HRBP](#) of any live and pending criminal convictions. Any breach of disclosure and/or the conditions shall be deemed to be a breach of this policy and of the employee's contract of employment.

9.1.4 Where a report of GBV relates to matters which occurred outside of the University, this may have disciplinary consequences including (but not limited to) where the matter brings the University into disrepute, damages University reputation, results in criminal proceedings and/or impacts upon the person's fitness or ability to effectively carry out their role.

10. Recording GBV

10.1 The University has a legal duty to maintain a safe place to work. This requires monitoring and recording instances of GBV in the workplace. Statistical information on GBV cases will be recorded.

10.2 Documents relating to the disclosure must be scanned to HR to store securely. Under no circumstances must documents be held locally within Schools/Units. Any notes that have been taken **must** be destroyed once submitted to HR.

10.3 Any sensitive information disclosed will be held by the University, subject to and held in accordance with the provisions of the Data Protection Act 2018.

11. Support and advice

11.1 [Appendix D](#) provides a list of internal and external specialist support pathways available to employees. In addition, further guidance and information can be found on the [Report & Support webpage](#).

12. Version control

12.1 This policy will be reviewed regularly. The University also has a Gender Based Violence Action Plan which will support the operationalisation of this policy. Any feedback on the

policy content should be directed in the first instance to the [HRBP team](#), who will consider this as part of the review.

12.2 This policy is not contractual and may be amended by the University from time to time.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New policy	Published	Lisa Stewart HR	28/10/2020
1.1	New section @ 2.4 to introduce GBV online training.	Published	Lisa Stewart HR	22/02/2021

Appendix A: Examples of GBV offences, consent and sexual misconduct definition

GBV describes a range of behaviours that can vary from unwanted comments and intimidation to sexual assault and murder and everything in between. Examples of GBV can include (but are not limited to):

- Physical, sexual and psychological violence for example, groping, physical assault, rape and sexual assault and coercive control.
- Unwanted and unwelcome sexual or gender-based verbal, written, online and/or physical conduct/abuse.
- Voyeurism, communicating indecently such as viewing and/or sharing sexual activity or indecent images without permission.
- Sexual harassment, bullying and intimidation at work, online and in the public sphere.
- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of a person.
- Abusing a position of trust (where an individual (student) is receiving education in a further or higher education institution and another individual (employee) looks after that individual in that institution. (s.43 sub 5) “Looks after” is defined as cares for, teaches, trains, supervises or is in sole charge of the person, so long as the employee does so regularly. (S.43 sub 7); (Sexual Offences (Scotland) Act 2009).
- Discrimination based on gender - for example, actions that have the purpose or effect of violating someone’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- Violence between those in an intimate relationship (this includes romantic relationships, dating, domestic and/or intimate partner violence/abuse). Intimate relationship violence is a pattern of abusive behaviour that is used by one partner to gain or maintain power and control over another intimate partner. This violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.
- Stalking, repeated and unwanted attention, harassment, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear of their safety or the safety of others e.g. following someone, unwanted gifts, text messages/phone calls, social media contact.
- Commercial sexual exploitation including prostitution and pornography and sex trafficking.
- Incest, childhood sexual abuse, grooming.
- Honour based violence, including dowry related violence, female genital mutilation, forced and child marriages and “honour” crimes.

The behaviours listed in this policy can be perpetrated in person or online and may occur on or off the University premises. All members of the University community are expected to adhere to this policy while using social media and any other form of online interaction including email communication.

Consent

The definition of consent as defined in the Sexual Offences Act 2003 is agreeing by choice and having the freedom and capacity to make that choice. A person is free to make a choice if nothing bad would happen to them if they said no. For example, a person is not free to choose if:

- They are being threatened with violence;
- They fear for the continuation or assessment of their studies if they refused;
- They are being blackmailed using images or social sabotage.

Similarly, someone may not feel free to make a choice if there is a power imbalance; this could be due to age, status/position and/or authority or some kind of dependency (e.g. drug/alcohol use, financial control).

Capacity to consent

Capacity is about whether someone is physically and/or mentally able to make a choice and to understand the consequences of that choice. For example, a person does not have the capacity to give consent if:

- They are drunk or under the influence of drugs - this means someone may still be physically able to have sex, but they may not be able to consent;
- They are asleep or unconscious.

A person may also not have capacity to give consent if they have a disability or impairment, including learning difficulty, physical disability or mental health condition.

Policy expectations regarding sexual misconduct

Consent for sexual activity is always required and cannot be assumed based on the parties' relationship status or sexual history together. Consent can be withdrawn at any time before or during sexual activity by either party. There can be no free consent in situations where someone is incapacitated by alcohol or drugs and therefore unable to give meaningful consent to sexual activity. Consent to one form of sexual activity e.g. kissing or touching, does not mean that consent has been given to any other sexual act. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," but "Yes" may not always mean "Yes." Anything but a clear, knowing, verbal and voluntary consent to any sexual activity is equivalent to a "No" at any point during a sexual encounter.

Intimate relationships between staff and students are strongly discouraged as detailed in the University's [Personal relationships at work policy](#).

Appendix B: Guidance for recipients of a disclosure (advisers and non-advisers)

Any member of the University community can potentially be a first responder to a disclosure. The University recognises that dealing with a disclosure or report of GBV will be difficult for all parties including the recipient. If someone discloses that they have experienced GBV, it must be assumed that this has been disclosed in good faith.

It is recognised that many forms of GBV such as domestic abuse, rape and sexual assault are widely under-reported. The challenges and barriers facing individuals' who have experienced GBV can be substantial. The very private and individualised nature of many forms of GBV, fear of consequences, public exposure, stigmatisation, service-generated risks or lack of confidence in the likely outcome can combine to prevent those affected from making their experiences public by disclosing or reporting.

The role of a recipient of the disclosure	NOT the role of a recipient of a disclosure
<ul style="list-style-type: none"> • Provide a safe place for an open discussion to occur. • Ask if they feel safe. • Let them know that you are duty bound to tell someone immediately if they disclose that they, or someone else, is at risk of serious harm - this is to keep them safe. • Explain your role and encourage towards seeking appropriate support e.g. an adviser and/or external support. • Believe them. Be kind and reassure them that they are not to blame. Confirm you take the matter seriously. • Listen non-judgementally, avoid interrupting, finishing sentences or disturbances to the meeting. • Respond in a sensitive, empathetic manner. • Ensure that the person gets adequate time to tell to talk. • Adequately support the person and share the sources of support available to them. • Ensure that the employee is in control of their decisions. • Assure the person that confidentiality will be maintained (as far as reasonably possible - where appropriate, raise the disclosure to an adviser). • Keep an accurate record of the disclosure and actions (Appendix C) and maintain confidentiality as per Section 8 of this policy. • Signpost/refer the person to Occupational Health if they show signs of stress, trauma or anxiety (consent is required). 	<ul style="list-style-type: none"> • To interrogate. • To investigate. • To judge. • To ask for proof. • To tell the person what to do. • To try to influence the person's decision. • To judge whether or not the assault is "serious" or "not serious".

The role of a line manager

- Ensure all employees are aware of this policy and appropriate standards of conduct;
- Make every effort to ensure that no form of GBV occurs in the University and in any work-related setting outside of the University;
- Seek to resolve any incidents of inappropriate behaviour promptly and fairly and take all matters seriously;
- Promote a culture of dignity and respect and create an environment where disclosure or reporting is possible without fear of victimisation;
- Inform their HR Business Partner (HRBP) on receipt of any allegation of GBV so that they can provide adequate support and advice;
- Be alert to possible indicators of abuse;
- Ensure your team, School/Unit engage in any training provided.

Absence due to GBV

If an employee is absent as a result of GBV, the line manager should record this in the normal manner via Self-Service as sickness absence "Part A" (in most cases). If necessary, the reason for absence can be entered as confidential.

Potential warning signs of GBV

The list below provides examples of signs that may be indicative of someone who is experiencing some form of unwanted behaviour and/or abuse. This list is to be used as a guide only as clearly these can also be warning signs for other issues.

Behavioural indicators

- Changes in the employee's attitude such as mood swings, low morale, showing signs of excessive tiredness, being preoccupied/withdrawn, having difficulties concentrating, reluctance to engage with colleagues, changing from their usual level of interaction or losing interest in social activities with colleagues;
- Increased level of absenteeism perhaps due to physical injury and/or psychological symptoms such as anxiety/depression and/or using drugs/alcohol as a coping strategy;
- Withdrawing from previous sources of support, including team chats/catchups, avoiding lunch breaks or socializing;
- Visibly uneasy or tense during team meetings including a reluctance to speak at meetings;
- Employee demonstrates discomfort around certain employees;
- Frequent alterations to working patterns;
- Lethargy and disinterest in core tasks and/or lack of concentration at work leading to deteriorating work standards and/or outputs;
- Spending an increased number of hours at work for no reason;
- Change in the use of the phone/email, such as many personal calls/ texts, avoiding calls or a strong/different reaction to calls/texts/emails.

Physical indicators

- Visible bruising or injury with evasive or unlikely explanations;
- Different or more cosmetics used;
- Additional or different styles of clothing worn;
- Evident agitation, nervousness or tremors;
- Frequent sick absences and/or hospital appointments.

Adjustments/measures

It may be appropriate in certain circumstances to implement adjustments/measures to the employee's role and/or work pattern, particularly if this is a preventative measure to put a stop to any unwanted behaviour and/or as a result of an assessment of risk. These could include (but are not limited to):

- Time off for involvement in legal proceedings, counselling, visits to solicitors;
- Move the employee to a different office/department;
- Change to the employee's work pattern and/or work tasks;
- Prevention of lone working;
- Diverting the employee's phone calls or blocking incoming phone calls/emails;
- Suspend the alleged perpetrator during any investigations/disciplinary proceedings;
- Increase the level of security;
- Limit the use of a University building/service;
- Request that an investigation is conducted based on the disclosure and the evidence gathered from this procedure;
- Request that a specific training module is undertaken and successfully complete.

Any measures that are agreed and implemented will seek to protect the employee (and/or others) whilst allegations are dealt with and an investigation/disciplinary action is carried out.

There is a distinction between precautionary measures to mitigate risk, which are an outcome of this procedure, and sanctions, which are an outcome of the [Disciplinary policy](#). Therefore, if precautionary measures are imposed, this does not indicate that the University has judged that a breach of conduct has occurred.

Employees must notify an adviser of any changes in their circumstances relevant to the initial disclosure or precautionary measures.

Appendix C: Record of disclosure (ROD)

A word version is available here: <https://www.st-andrews.ac.uk/media/human-resources/Record%20of%20disclosure.docx>

Name of recipient of the disclosure:	
Name of disclosing person:	
Preferred pronouns:	
School/Unit:	
Date of disclosure or report:	

Information for individuals who are NOT “advisers”

- Check that the person is OK, feels safe and is comfortable to have a conversation;
- Explain that you are not trained on disclosures or reports and therefore your role is to listen, and sign post the relevant support and advice only;
- Ask if the person would prefer to speak to an adviser or report the matter via Report & Support.

Section A: To be completed by the recipient of the disclosure

Does the person feel that they are in immediate danger?	
Yes –contact emergency services on 999 to seek help	<input type="checkbox"/>
No	<input type="checkbox"/>
Further comments	
Does the person feel that the matter poses a threat and/or risk to themselves, others or the University?	
Yes (notify an adviser)	<input type="checkbox"/>
No	<input type="checkbox"/>
Further comments	
Is the issue ongoing?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Further comments	
Is the reported perpetrator a member of the University community? (Employee, student, third party etc.)	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Further comments	
Are there other members of the University community that can provide further information on the matter?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Further comments	
Has this matter been reported to the Police or another authority?	

Yes	<input type="checkbox"/>
No (please answer the question below)	<input type="checkbox"/>
Further comments	
If no, do you feel that this matter requires reporting to the Police?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Further comments	

Information for individuals who are NOT “an adviser”

- If some or all the responses to the questions are “Yes”, you **must** report this to an adviser.
- Explain the reason for escalation.
- Signpost the person to appropriate support (Appendix D of the Gender Based Violence (including sexual misconduct) policy and provide them with a [GBV support card](#).
- You may be called as a witness if the employee (or adviser) report the incident to the Police.

Section B: To be completed by the adviser (or the recipient of the disclosure if most of the questions in section A are answered “No”)

Details of the disclosure or report	
Use this space to summarise what has happened. <i>Where did it happen? When did it happen? Who did this? Was anyone else involved? If so, can they provide their names or any other details? Did anyone else see what happened? If so, can you provide their names and/or contact details? What the person wants to happen next if anything or any agreed next steps.</i>	
Does the person feel that adjustments are required due to the disclosure or report?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Confirm adjustments/precautions requested.	

Next steps

- Allow the person to check what you have written and make any changes they request.
- Check they agree with what has been recorded and note their verbal consent on the document (or request signature).
- Inform them of what will happen to the notes you have taken, what you will do next and what will happen next (below).
- Where any next steps/follow-up action has been requested/agreed with the person, inform them of the timescale.

If no further action is required:

- Send the record of discussion via email to the person and;
- Destroy any hardcopies of paperwork relating to the discussion.

If further action is required:

The individual who is not “an adviser”:

- Signpost the employee to the list of appropriate support contacts.

- Seek advice from an adviser on how to proceed (removing any identifiable details).
- Report the matter to an adviser on the person's behalf/support the person with reporting the matter and ensure all documentation is passed over.

The adviser

- Signpost the employee to the appropriate support contacts.
- Send the record of discussion via email to the person and scan any supporting paperwork relating to the discussion to HR to store electronically.
- Destroy any hardcopies of paperwork relating to the report.
- If the person is an employee, inform them that they can submit a complaint via the Grievance policy.
- If the person is a student, inform them that they can submit a complaint via the Student Conduct Officer.
- Inform a member of the HRBP team to request that an investigation manager is appointed to investigate the disclosure.
- Implement adjustments as agreed.
- Support the person with reporting the matter to the Police/other external authority or raise it without the person's consent (in extenuating circumstances e.g. welfare and safety concerns).

Section C: Risk assessment (This section should be completed by an adviser only)

Based on the information received; is there a risk/threat factor(s) associated with the disclosure?	
Yes (complete the risk analysis below)	<input type="checkbox"/>
No	<input type="checkbox"/>
Further comments	

Risk analysis	
Who/what parties are at risk?	
What can cause harm to the employee or others?	
What precautions/measures are recommended to mitigate the threat/risk?	

Next steps (For adviser)

- This completed document must be submitted to the HRBP team to store securely.
- If it is confirmed that there is a risk/threat factor associated with the disclosure, then the HRBP team will provide advice about implementing reasonable and temporary workplace adjustments.

Appendix D: GBV Support

Recommended internal support contact details

Name of Department	Contact details	Service provided
Chaplaincy	https://www.st-andrews.ac.uk/chaplaincy/ chaplaincy@st-andrews.ac.uk 01334 462866 or 462492	Offers pastoral care and support for any employee, regardless of religion or belief (including non-belief). This includes sympathetic, confidential listening and a safe place to talk to someone about any issues affecting health and wellbeing.
Equality Diversity & Inclusion (EDI)	https://www.st-andrews.ac.uk/hr/edi/ diversity@st-andrews.ac.uk 01334 461649	Provides a confidential service of advice to members of the University community (staff, students, visitors) on any aspect of EDI. The Head of EDI is Sukhi Bains.
Human Resources	https://www.st-andrews.ac.uk/hr/ humres@st-andrews.ac.uk (general email enquiries) 01334 463096	Provides support to employees of University of St Andrews. <ul style="list-style-type: none"> • HR web and policy page • Dedicated HR Business Partner team for each School and Unit
Mediation	https://www.st-andrews.ac.uk/hr/edi/mediation/ https://www.st-andrews.ac.uk/hr/edi/mediation/mediation/ mediation@st-andrews.ac.uk	The Mediation Service is a service for all staff and students and members of the public who are connected to the University who want to resolve disagreement informally. The service is also available for groups or teams seeking a collaborative, inclusive framework for problem solving issues.
Occupational Health	https://www.st-andrews.ac.uk/ehss/occupationalhealth/ 01334 462750 occhealth@st-andrews.ac.uk	Employees can refer themselves to OH for confidential health advice at any time. <ul style="list-style-type: none"> • One-to-one consultation/appointments • Expert support and advice provided • Recommended adjustments to support the employee • Partnership with external health practitioners i.e. counselling services and CBT.
OSDS	https://www.st-andrews.ac.uk/osds/ 01334 467198 Email: osds@st-andrews.ac.uk	Organisational and Staff Development Services (OSDS), formerly part of CAPOD, is the University's central provider of professional development for all University staff and is also responsible for a wide range

		<p>of organisational development projects and initiatives.</p> <p>OSDS offers an online GBV training course which complements this policy.</p>
Student Services	<p>https://www.st-andrews.ac.uk/students/advice/personal/sexual-misconduct/how-to-report/</p> <p>support.advice@st-andrews.ac.uk</p> <p>01334 462 020</p>	<p>If a student approaches a member of staff regarding any GBV/sexual misconduct allegation, please refer them onto Student Services so the appropriate support and guidance can be provided to the individual.</p>
Trade Union Representatives	<p>https://www.st-andrews.ac.uk/staff/policy/edi/tradeunionrepresentatives/</p> <p>Unison http://unisonlocal.wp.st-andrews.ac.uk/</p> <p>Unite http://www.unitetheunion.org/</p> <p>UCU http://www.st-andrews.ac.uk/~ucu/</p>	<p>Trade union representatives are trained to deal and support employees with any workplace related matters of concern.</p>

Recommended external support contact details

Name of Organisation	Contact details	Service provided
Amina	www.mwrc.org.uk 0808 801 0301	Helpline for Scotland providing support to women from minority backgrounds who have been affected by violence against women. Support is available in English, Urdu, Arabic, Bangla and Swahili. Service also runs a VAW awareness programme. Helpline open: Mon-Fri - 10am-4pm
Childline	www.childline.org.uk 0800 1111	National helpline providing support to children under 19 on wide range of issues. <ul style="list-style-type: none"> • 24-hour helpline • Chat online 1-2-1 with a counsellor (24/7) • Email a counsellor (response within a day) • Message Boards
Dundee Women's Aid	http://www.dundeewomensaid.co.uk/ https://womensaid.scot/ Support Line: 01382 207099 Text Line: 07763 682 105 Business Line: 01382 220803 info@dundeewomensaid.co.uk (general enquiries) Domestic Abuse Helpline: 0800 027 1234 (24 hours)	Provide information, support and refuge accommodation to women, children and young people who are experiencing domestic abuse. <ul style="list-style-type: none"> • Operate an office drop in. • Contactable by phone • Support Line: Mon-Fri (10am-12pm) • Support Line: Mon, Tues, Wed, Fri (2pm – 4pm) • Text Line: Mon-Fri (9am – 4pm) • Business Line: Mon – Fri (9am – 4:30pm)
Fife Rape & Sexual Assault Centre	www.firasac.org.uk 01592 642 336	Supports all genders 12+ Provides advice and support to people who have experienced rape and/or sexual abuse at any time in their lives. Also provides support to friends and relatives. Opening times: Monday – Friday: 9am-4.30pm (evening appointments available)
Fife Women's Aid	http://www.fifewomensaid.org.uk/	Provide information, support and refuge accommodation to women, children and

	<p>Support Line: 0808 802 5555</p> <p>Business Line: 01383 732289</p> <p>info@fifewomensaid.org.uk (general enquiries)</p>	<p>young people who are experiencing domestic abuse.</p> <p>Support Line: 24 hours Business Line: Monday to Friday – 9am – 5pm</p>
Galop	<p>http://www.galop.org.uk/ advice@galop.org.uk</p> <p>0800 999 5428</p>	<p>Support lesbian, gay bisexual and trans people experiencing hate crime, domestic abuse or sexual violence</p> <p>Open various times on weekdays.</p>
Kingdom Abuse Survivors Project	<p>http://www.kasp.org.uk/</p> <p>01592 644 217</p> <p>info@kasp.org.uk</p>	<p>Kingdom Abuse Survivors Project exists to provide support which aims to eliminate the debilitating effects that childhood sexual abuse can have on adult survivors.</p> <ul style="list-style-type: none"> • Opening hours: Monday to Friday 9am to 5pm and some evenings. • Location: counselling rooms in Kirkcaldy and Cupar, and access to venues at various outreach locations across Fife.
Men's Advice Line	<p>http://www.mensadviceonline.org.uk/</p> <p>0808 801 0327</p>	<p>Confidential helpline for men experiencing domestic violence from a partner or ex-partner (or from other family members). Assist by giving time to tell [your] story; offering emotional support; providing practical advice; signposting to other services for specialist help.</p> <p>Freephone opening times: Monday-Friday 9am-5pm or email info@mensadviceonline.org.uk</p>
National Domestic Violence Helpline	<p>http://www.nationaldomesticviolencehelpline.org.uk/</p> <p>0808 2000 247</p>	<p>National service for women experiencing domestic violence, their family, friends, colleagues and others calling on their behalf. Run in partnership between Refuge and Women's Aid.</p> <ul style="list-style-type: none"> • Helplines open 24/7 • Voicemail available – aim to contact at a safe time/within 30 mins
National LGBT Domestic Abuse Helpline	<p>http://www.galop.org.uk/domesticabuse/</p> <p>0800 999 5428</p>	<p>National helpline providing emotional and practical support for LGBT people experiencing domestic abuse. An online chat service is available two days a week.</p> <ul style="list-style-type: none"> • Helpline open: Mon-Thu: 10am-5pm; Fri - 1pm-5pm; Sun - 12pm-4pm • Online Chat: 3pm-7pm Sat & Sun

<p>National Violence against women partnership network</p>	<p>http://www.improvement-service.org.uk/national-violence-against-women-network.html</p>	<p>The national VAW Network brings together Scottish VAW Partnership Lead officers and other key stakeholders including the Scottish Government and CoSLA to implement Equally Safe at a local level.</p>
<p>NSPCC</p>	<p>http://www.nspcc.org.uk/ 0808 800 5000</p>	<p>Helpline for adults to get advice or share their concerns about a child.</p> <ul style="list-style-type: none"> • Helpline open 24/7 • Online reporting available
<p>Rape Crisis Scotland National Helpline</p>	<p>www.rapecrisisscotland.org.uk Helpline: 0808 801 0302</p>	<p>The helpline offers free and confidential support and information by phone or email. It is for anyone affected by sexual violence, no matter when or how it happened. They will also put individuals in touch with local rape crisis centres or other services.</p> <p>There is a deaf access service on Tuesday afternoons. Interpreter support is available if required. Helpline free any day between 6pm and midnight.</p>
<p>Refuge</p>	<p>https://www.refuge.org.uk/get-help-now/ Contact via National Domestic Violence Helpline (0808 2000 247)</p>	<p>Provide safe refuge accommodation to women, children and young people who are experiencing domestic abuse.</p>
<p>Revenge Porn Helpline</p>	<p>https://revengepornhelpline.org.uk/how-can-we-help/how-to-get-in-touch/#phone Call: 0345 6000 459 Email: help@revengepornhelpline.org.uk Anonymous reporting: https://swgflwhisper.org.uk/report/SWG9</p>	<p>If you have been a victim of intimate image abuse, a Helpline practitioner can give you advice and support. You are not alone with this and we can help. You can reach us on the phone, by email or by sending us an anonymous ‘Whisper’ report.</p>
<p>Roshni</p>	<p>http://www.roshni.org.uk/ 0808 802 2222</p>	<p>Addressing issues and providing support for minority ethnic communities across Scotland. Tackling Forced Marriage Unit provides access to support for victims and potential victims of forced marriage.</p> <p>Helpline open: Mon-Fri – 9am-5pm</p>

<p>Safe Space</p>	<p>https://safe-space.co.uk/ 01383 739084</p>	<p>Safe Space offers support for male/female survivors of sexual abuse through counselling support, group work and justice support. A counsellor is based in the All Round Care team.</p>
<p>Samaritans</p>	<p>https://www.samaritans.org/?nation=scotland 116 123 (24 hours) jo@samaritans.org (response time 24 hours)</p>	<p>Samaritans offer information and support for people who are going through a difficult and upsetting time. You may be struggling to cope, having suicidal thoughts, suffering due to bereavement or witnessing someone who is under distress.</p> <p>If you need someone to talk to, Samaritans will listen, won't judge or tell you what to do.</p>
<p>Scotland's domestic abuse and forced marriage helpline</p>	<p>http://sdafmh.org.uk 0800 027 1234</p>	<p>Anyone can call the Helpline. They will help anyone regardless of age, disability, sexual orientation, gender, nationality or background. If English is not the first language, they can speak through a confidential translation service.</p> <p>The Helpline is staffed by specially trained workers managed by Scottish Women's Aid.</p> <ul style="list-style-type: none"> • Helpline open 24/7 • Email support (response within 2 days)
<p>Scottish Women's Rights Centre</p>	<p>http://www.scottishwomensrightscentre.org.uk/ 08088 010 789</p>	<p>A free legal advice and information service available for women aged 16+ who have been affected by gender-based violence offering safe, women only spaces. Helpline hours:</p> <ul style="list-style-type: none"> • Tuesday: 6pm -9pm; • Wednesday: 1.30pm - 4.30pm • Friday: 10am – 1pm • Telephone support • Legal surgeries (appointment only)
<p>Sexual Assault Referral Network</p>	<p>https://www.wrasac.org.uk/news/news-events/wrasac-supports-launch-of-extended-sexual-assault-referral-network/ 0300 365 2001</p>	<p>The Sexual Assault Referral Network (SARN) is an important service available to people who have experienced rape or sexual assault.</p> <p>The dedicated phone line allows people to directly contact a Rape Crisis Helpline worker who will offer initial support and contact to the Forensic and Custody Nurses in Tayside.</p> <ul style="list-style-type: none"> • Phone line: Available every day until midnight.
<p>Shakti Women's Aid</p>	<p>0131 475 2399 (Edinburgh) 01383 732 289 (Fife) 01382 207095 (Dundee)</p>	<p>Help for black minority ethnic (BME) women, children and young people who are experiencing, or who have experienced, domestic abuse.</p>

<p>St Andrews Police Station</p>	<p>Call 101 in a non-emergency situation and 999 in an emergency/critical situation</p>	
<p>Stop it Now!</p>	<p>http://www.stopitnow.org.uk/</p> <p>0808 1000 900</p>	<p>Charity supporting adults to prevent child sexual abuse.</p> <p>Freephone confidential Helpline hours:</p> <ul style="list-style-type: none"> • Mon-Thu – 9am-9pm • Fri - 9am-5pm • Telephone Support • Email support • Online resources
<p>Survivors UK</p>	<p>https://www.survivorsuk.org/ways-we-can-help/online-helpline/</p> <ul style="list-style-type: none"> • Chat via SMS: 0203 322 1860 • Chat via Whatsapp: 07491816064 • Live Chat 	<p>SurvivorsUK was established as a service for male survivors, to cater for people not provided for by other services. They are an inclusive service and welcome anyone who identifies as male, trans, non-binary, has identified as male in the past, or anyone who feels that SurvivorsUK are the right fit for them.</p> <p>Note: Sexual violation includes both childhood sexual abuse and adult sexual assault/rape</p> <ul style="list-style-type: none"> • Mon – Fri 10:30am-9pm • Sat – Sun - 10am-6pm • Online chat • Text/Whatsapp Chat
<p>Tayside Sexual & Reproductive Health Service</p>	<p>https://www.sexualhealthtayside.org/</p> <p>01382 425542</p>	<p>Offers fully confidential treatment.</p> <ul style="list-style-type: none"> • You do not need a letter from a doctor. • You need to return for the results. • You do not have to tell them you have been raped. • You don't have to give the clinic your real name and you could ask a friend or support worker from the Centre to go with you for support.
<p>Victim Support Fife</p>	<p>http://www.victimsupport.org.uk/</p> <p>Helpline: 0800 160 1985</p> <p>victimsupport.fife@victimsupportscotland.org.uk</p>	<p>Providing support to anyone affected by crime (regardless of whether it has been reported to the police).</p> <ul style="list-style-type: none"> • Helpline hours: Mon-Fri – 8am- 8pm; • Online Support • Telephone, face to face for local Victim Support • Opening times for appointments: Mon-Friday (9am – 5pm)

<p>Women's Rape & Sexual Abuse Centre</p>	<p>https://www.wrasac.org.uk/</p> <p>Helpline: 0300 365 2001</p>	<p>Provide support to women, including trans women, and young people of all genders (aged 11-18), who have experienced any form of sexual violence, abuse or exploitation in their lives.</p> <ul style="list-style-type: none"> • Helpline (Mon-Fri 10am – 12pm; Wed, 2-4pm) • If support and advice is needed after these times employees can contact the Rape Crisis Scotland National Helpline Number: 08088 01 03 02. • One-to-One Support • Group Support • Email & Letter Support • Complimentary Therapies
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