

## Dignity and Respect Policy and Procedure during Covid 19 Emergency

***The UCD Dignity and Respect policy and procedures, including supports and informal and formal options for resolution, remain available to you during this Covid 19 period. Due to the restrictions as a result of Covid 19, supports and processes will take place remotely through a combination of e-mail and video conferencing such as Zoom. We will endeavour to adhere to timelines as per our procedures but please be aware that there may be delays due to the current situation.***

Below is an outline of the informal and formal stages that will continue to apply during this period.

### **Informal Options**

The following informal options for resolving an issue of a Dignity and Respect nature are still open to individuals but will occur through e-mail or other electronic means:

- Approach the person causing the offence
- Discuss with your manager (*for employees*) or Head of School, Associate Dean or Programme Coordinator (*for students*)
- Speak to a Student Advisor/Chaplain (*for students*)
- Speak to Dignity & Respect Contact person
- Contact Student Union (*for students*)
- Mediation – Roundtable is UCD's current external mediation services provider. This service is available remotely.

### **Formal Option**

The formal option, which involves making a formal complaint as per the UCD Dignity and Respect Procedures, is still available as an option for individuals and includes the following steps:

- Submission of completed Dignity and Respect complaints form to [edi@ucd.ie](mailto:edi@ucd.ie)
- Screening Panel meets (*remotely*) to ascertain if the complaints meets the definitions of bullying, harassment or sexual harassment as outlined in the policy

If the complaint is deemed to fall within the definitions, the following steps will continue to be followed:

- Briefing on mediation (*remotely*)
- Mediation - if both parties agree to enter into the mediation process (*remotely*)
- Investigation Stage – all aspects of the UCD Dignity and Respect investigation process will continue to apply as follows:
  - An external investigator will be appointed
  - The terms of reference for the Dignity and Respect investigations will be drawn up by the investigator and agreed with the parties engaged with the investigation
  - The investigator will arrange to interview all relevant parties to the investigation utilising remote technology.
  - At the conclusion of the investigation, the final report will be issued to the relevant parties by email, utilising password protection.