SUPPORTING DISCLOSURES OF DISCRIMINATION AND HARASSMENT IN THE TRINITY COMMUNITY

TCD SU

TABLE OF CONTENTS

DEFINITION OF DISCRIMINATION

In the TCD **Dignity and Respect Policy** it states the university is committed to supporting a campus "free from discrimination on any of the nine equality grounds (**gender, religion, age, civil status, family status, disability, sexual orientation, race or ethnicity, membership of the Traveller community**)..." as outlined in Irish Law.

Four kinds of discrimination are defined in the TCD **Equality Policy** and in Irish Law.

- **Direct discrimination** "...the treatment of a person in a less favourable way than another person is, has been or would be treated in a comparable situation..."

- **Indirect discrimination** "...when there is less favourable treatment in effect or by impact."

- **Discrimination by association** "...where a person associated with another person (belonging to the nine equality grounds) is treated less favourably because of that association."

- **Discrimination by imputation** "...when a person is discriminated against on the basis of any of the nine equality grounds which is imputed to them."

Should any member of the university feel they have been discriminated against they are entitled to seek formal or informal resolution. This document will outline the steps and realities of reporting incidences of discrimination.

WRITE DOWN WHAT HAPPENED

Write down the event to the best of your recollection. Include the time, date, location, what was said, what actions were taken, and any third parties who could verify your account. Even if you are unsure if you will make a report it is good to record the event should you ever decide to make a report in the future.

EXAMPLES OF DISCRIMINATION & HARASSMENT

The below may be examples of discrimination and harrasment, but it is not clear cut in every case. If you feel uncomfortable by someone's words or actions and would like to discuss it please reach out to one of the supports outlined at the end of this document.

EQUALITY GROUND	EXAMPLE
Gender	Not receiving opportunities based on your gender
Religion	Comments disparaging one's beliefs
Age	Being denied access to an organization based on age
Civil status	Being targeted or bullied for being in a civil union as opposed to marriage
Family status	Being a student parent and not being able to access University education due to barriers such as not being given supports as defined in Trinity's "Policy on Supports for Student Parents, Student Carers and Students Experiencing Pregnancy"
Disability	Use of insensitive or offensive language around disabilities such as "handicapped"
Sexual orientation	Using LGBT+ descriptors as derogatory adjectives
Race or Ethnicity	Feeling uncomfortable in a space due to a culture of insensitive language
Membership of the Traveller community	Being denied access to buildings

REPORTING DISCRIMINATION AND HARASSMENT FROM A STUDENT OR FACULTY

Per Trinity's **Dignity and Respect Policy**, if an incident of discrimination and/or Harassment has occurred, first consult with your tutor. They can offer an informal process, mediation, or a formal process. If for whatever reason you can't or do not want to resolve this through your tutor please contact one of the other internal supports listed at the end of this document.

f you choose an **informal process**, they may suggest that you inform the person directly that their behaviour is unwelcome. You do not have to directly confront this person. Alternatively, you can ask for your tutor/course head or a contact person to alert the person to your concerns.

If you choose **mediation**, confirm with your tutor/course head and/or a contact person that you are open to participation in mediation, who will then liaise with Human Resources to organise this. The mediator will contact you and the other party to set up the process.

If you choose to lodge a **formal complaint**, write to your Tutor/Course Head with the details of your complaint, including the time and date and of the incidence and the names of any witnesses to each incidence. *Please note this account will be forwarded to the alleged perpetrator* for a formal written response. You will also receive a copy of this. If the matter is not resolved following the exchange of formal correspondence an investigator will be appointed. All parties will receive a letter setting out the terms of reference and process for the investigation. The outcome of the situation will be communicated with you after the investigation is finished.

If you do not have a tutor you can contact the senior tutor office at **stosec@tcd.ie** and they can act as your tutor for the process.

You can find the students complaint procedure form and learn about the processes in more detail **here**.

REPORTING DISCRIMINATION & HARASSMENT FROM SECURITY

Security Services Manager Michael Murray (**michael.j.murray**@**tcd.ie**)
If your report includes the Security Services Manager the Campus Services Manager David Marley (**marleyd**@**tcd.ie**) should be contacted.

To lodge a **formal request** please include as many details of the incident as possible: injured party name – date – location – and a full and frank report of what it is alleged took place on the day, date, time in question. Also include details of the person involved – shoulder number/name/description. These need to be quite comprehensive and detailed as the staff take breaks throughout the day and the person involved could be relieving another for a break at that time. Also they could be from the contract partner pool.

The matter is then investigated and the staff on duty on that date are spoken to to collate the information. ***Please note the staff member involved will be informed*** that there is an official enquiry into their actions on the date in question. They, including the injured party, will be entitled to all and any evidence and documents pertaining to the investigation. A confidential report is then submitted and a recommendation is made to the line manager as to whether there is a case to be answered. Depending on that submission the report is either cleared or the report goes up the chain.

SUPPORTS AVAILABLE

INTERNAL

- University Tutors (Senior Tutors Office **01 896 2551**) – Log on to your portal to obtain your Tutor's email address
- Students' Union Welfare Officer, **welfare@tcdsu.org**, (**01 646 8437**)
- President of the Graduate Students' Union, **president@gsu.tcd.ie**, (**01 896 1169**)
- Equality Officer (**equality@tcd.ie**, **http://www.tcd.ie/equality/**)
- Student Counselling Service (**01 896 1407**)
- **Dignity and Respect Contact Persons**

  -The panel of contact persons is a confidential service which can advise you on your options under the Dignity and Respect Policy. Please note that an individual Contact Person will provide advice to one "side" of a case only; **making a call does not mean you have to make a formal complaint**; and this service is available to both staff and students. You can reach out to any of the contact persons listed regardless of area.

NAME	AREA	EMAIL
Inmaculada Arnedillo Sánchez	Computer Science and Statistics	**macu.arnedillo@cs.tcd.ie**
Elizabeth Curtis	Nursing and Midwifery	**curtise@tcd.ie**
Jonathan Fitzpatrick	Estates and Facilities	**jonathan.fitzpatrick@tcd.ie**
Jane Flanagan	Housekeeping	**jaflanag@tcd.ie**
Martyn Linnie	Zoology	**mlinnie@tcd.ie**
Martin McAndrew	Senior Tutor's Office	**mmcandre@tcd.ie**
John Munnelly	Buildings Office	**munnellj@tcd.ie**
Cathal O'Donnell	IT Services	**cathal.odonnell@tcd.ie**
Lisa Orpen	Financial Services	**orpenl@tcd.ie**

EXTERNAL

- Niteline (**1800 793 793**) **niteline.ie**
- Samaritans (**116 123**) **samaritans.org**
- ParentLine (**1890 927277**) **parentline.ie**
- Dublin Rape Crisis Center (**1800 77 88 88**) **drcc.ie**
- LGBT Ireland (**1890 929539**) **lgbt.ie**

- Irish Network Against Racism (**01 889 7110**) **inar.ie**
- Irish Traveller Movement **itmtrav.ie**
- Migrant Rights Centre Ireland (**83 075 5387**) **mrci.ie**
- Association for Higher Education Access & Disability **ahead.ie**