Terms of Reference: FMD Bullying and Harassment Steering Group

Purpose/Key tasks for the Steering Group:

1) To review initiatives undertaken in FMD to date at Institute level to address bullying and harassment and identify best practice that can be applied across the Faculty.
2) To identify and implement initiatives across FMD to improve the culture and behaviour of colleagues and students in relation to bullying and harassment.
3) To improve understanding and implementation of reporting procedures and support in place in relation to bullying and harassment.
4) To reinforce/enhance existing QMUL policy in FMD and look to streamline/simplify policy understanding for students and staff through comms and engagement activities.
5) To create a transparent and consistent process that all Institute Directors and Institute Strategic Managers follow.
6) To design and implement a senior leadership led comms campaign to run concurrently with the introduction of intervention implementation and highlighting support available.
7) To explore avenues around further means of support should be made available for people in the Faculty experiencing or witnessing bullying/harassment.

   The working groups key tasks/ activities will be informed by available data sets.

Membership specification:

All members of the Steering Group are expected to play a proactive role in the success of the group, in the following ways:

- Attend scheduled meetings of the Steering Group
- Proactively commit and subscribe to the stated aims and objectives of the Steering Group
- Make an active contribution to discussions and decision making
- Contribute expertise, whether a skill or knowledge, to aid decision making
- Advocate for any decisions made by the Steering Group
- Take a share in the workload of the Steering Group to ensure that objectives are achieved
- Report back on progress in a timely manner
- Act as champions to the groups they represent (e.g. trade union, SU, Institutes).

Membership of working group:

Name	Job Title	Committee Role
Joanne Martin	Deputy VP Health	Chair
Jo Swo	EDI Officer	Secretariat and Member

Aylin Baysan	FMD EDI Lead, FMD Medicine and Dentistry Athena Swan EDI Chair, Professor in Cariology in relation to Minimally Invasive Dentistry (MID) and Programme Director MSc in Minimally Invasive Dentistry	Member
Marissa Harris	Faculty Strategic HR Partner, Medicine and Dentistry	Member
Natalie McCloskey	FMD Head of Operations and FMD Local Safeguarding Officer	Member
Institute Strategic Managers Representatives	Institute Strategic Managers Representatives	Member
Stuart Miller	FMD EDI Deputy for Culture and Community, Reader in Human Biomechanics	Member
Melanie Dupin	Report & Support	Member
EDI Institute Reps	EDI Institute Reps (rotational)	Member

Mode of operation:

- Steering group meetings will be held throughout the year for 12 months with the potential to continue depending on progress.
- The Stakeholder Group will meet monthly, with an expectation that members attend a minimum of 8 out of 12 meetings per year. Members who are unable to attend should notify the Co-Convenors in advance.
- There is no quorum requirement for standard meetings, to maintain momentum particularly in the group's early stages. A quorum of 50% of membership is required for the agreement of formal recommendations or other significant decisions.
- The Steering group will meet monthly.
- The Steering group will report to FMD Executive Board and online to the wider QMUL community when appropriate.