

Appendix H.3 Harassment and Bullying Policy

4.4.1 Trinity Laban opposes harassment and bullying in any form. Harassment and bullying lead to a stressful or potentially hostile environment and are unacceptable. No-one should be worried about participating in the life of the Institution because of a fear of harassment, bullying or abuse. The Institution is committed to the provision of an environment free about harassment and bullying and to respect for the dignity of individuals. The Senior Management Team is responsible to the Governors for meeting the Institution's duties to safeguard and promote equality and diversity. All members of the Institution - both staff and students - have a duty to avoid individuals suffering from harassment and bullying

1.4.2 What is harassment?

a) Harassment is unwelcome behaviour that can reasonably be taken by the recipient as demeaning or unacceptable, or tending to create an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can include behaviour relating to:

- Gender
- Ethnicity
- Colour
- Disability
- Religion
- Nationality
- Age
- Occupation
- Marital status
- Sexual orientation
- Other personal characteristics

Conduct that is acceptable to one person may be unwelcome to another and the test applied is that the conduct, whether unwitting or deliberate would be judged as harassment by any reasonable person.

b) Examples of harassment could include:

- Abuse through e-mail or other electronic media
- Telling jokes of bad taste
- Displaying offensive material in any form
- Written abuse including graffiti and web sites
- Verbal or written comments of an offensive nature, spreading malicious rumours or insulting someone (particularly on the grounds of race, sex, disability, sexual orientation and religion or belief)
- Copying communications that are critical about someone to others who do not need to know
- Victimisation
- Unfair treatment
- Lewd, suggestive or over familiar behaviour, e.g. unwelcome sexual advances such as touching or standing too close.
- Displaying or circulating sexually suggestive material or other offensive material
- Insulting, ridiculing or subjecting a person to any other detriment because of his or her colour, race, nationality, ethnic or national origin, gender, sex, marital status, sexual orientation, disability, religion or philosophical belief, age, HIV/Aids status or class
- Behaviour which is deliberately calculated to antagonise another person
- Criminal acts such as indecent exposure, physical attack or sexual assault, behaviours calculated to antagonise a member of staff

This list is not exhaustive and is intended to act as a guide to illustrate types of unacceptable behaviour.

- c) Bullying is a form of harassment, involving threatening, abusive, intimidating or insulting behaviour. As with harassment, what may be perceived by one person as firm management may be perceived by another as bullying, although bullying should be distinguished from a reasonable request to a student or a member of staff to carry out a task or follow an instruction. The following are examples of bullying, although the list is not exhaustive.
- Shouting, verbal and written/electronically transmitted abuse
 - Abuse of power or behaviours that causes fear or distress for others
 - Deliberate undermining of an individual through unfair work allocation and/or constant criticism
 - Threats and/or comments about job or course security
 - Public ridicule, sarcasm or humiliation
- d) Those who harass others may be in breach of civil and criminal law under any of the following:
- Sex Discrimination Act 1975
 - Race Relations Act 1976
 - Disability Discrimination Act 1995
 - Human Rights Act 1998
 - Race Relations Amendment Act 2000
 - Criminal Justice and Public Order Act 1994
 - Protection from Harassment Act 1997

4.4.3 Grounds for claims of harassment

The grounds for claims of harassment could include the following, although the list is not exhaustive

- Harassment or bullying on the grounds of disability, which is directed at those with a physical or other disability
- Racial harassment directed at those from different racial, religious or ethnic origin
- Religious harassment aimed at those of a different religion and may include drawing unwelcome attention to an individual's religious beliefs
- Harassment on the grounds of age, based on attitudes, assumptions and stereotyping that are prejudicial to older or younger people and may include expressing prejudicial assumptions about abilities or exclusion from social events
- Sexual harassment and harassment relating to sexuality directed at a person or group on the basis of gender, marital status, sexual orientation or sexuality. It can also include unwanted sexual behaviour, including:
 - Suggestive looks and remarks
 - Suggestive behaviour
 - Unwanted physical contact
 - Unwanted sexual advances
 - Stalking
 - Inappropriate sexual and/or homophobic remarks, innuendos and lewd jokes
 - Threats of disclosing sexuality
 - Compromising invitations
 - Offensive/ degrading display of images (including electronic)

4.4.4 What to do if you feel you are being harassed or bullied?

If you think another student or a member of staff is harassing or bullying you, it is advisable to keep a record of incidents that bother you, including time, date, circumstances, names of witnesses and how you felt at the time. You may also wish to consider taking the action outlined in the following paragraphs.

4.4.5 Informal action

If you feel able, you can make it clear to the person causing offence that you find the behaviour unacceptable. In some cases, this will be sufficient to resolve the situation. In case you feel unable to speak to the person concerned, or having spoken, the behaviour persists, you should keep a note of details, dates, times, circumstances and witnesses, including a note of any impact on your studies or your social situation in the Institution.

4.4.6 Formal action

If you feel unable to take action or that has not been sufficient to resolve the issue, you can raise the matter through the **Student Disciplinary Procedure**. It may be necessary to take formal disciplinary action in a case where a complaint of harassment is upheld. The Institution also has to recognise that complaints may be made with mischievous or malicious intent and this can provide grounds for the dismissal of a complaint or disciplinary action.

4.4.7 Sources of support for students

Confidential support for students is available from the Student Services team. Staff will listen to your concerns and help you take appropriate action to deal with cases of harassment. The Student Services team will treat all matters confidentially and no further action will be taken without your permission, unless - exceptionally - there is an unacceptable risk to you or others, in which case you will be informed of the course of action and offered the opportunity to be fully involved in the process.

You can also seek help from:

- The Students' Union
- The Chaplain
- Programme Leader