

DISCRIMINATION, HARASSMENT & BULLYING POLICY

Policy Owner: Student Experience Coordinator

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Approved by: Senior Leadership Team (April 2019)

Ratified by: Board of Governors (May 2019)

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The purpose of this policy is to:

- **Ensure an awareness of what constitutes discrimination, harassment or bullying within the College**
- **Acknowledge UK law by implementing preventative strategies**
- **Recognise ongoing practice which subscribes to the Equality agenda**
- **Highlight areas for improvement**

Statement

Any form of discrimination, harassment or bullying is considered incompatible with the ethos and Christian ideals of Newbold College of Higher Education (the College). It can have a devastating effect on the health, confidence, morale, and performance of those affected by it. It may also have a damaging effect on other members of the College community even though they are not the object of the discrimination, harassment or bullying. All staff, students, and visitors are entitled to an environment which respects their personal dignity and which is free from such objectionable conduct. Discrimination, harassment or bullying is a disciplinary offence and incidents shall be dealt with under the separate Disciplinary Policy and Procedure.

Scope

This policy applies to all students, whether related to conduct engaged in by a fellow student or by someone not directly connected to the College (e.g, an outside vendor, consultant or customer).

Please note that there is a separate parallel policy for staff in their Employment Handbook.

Conduct prohibited by this policy is unacceptable on campus and in any study-related setting outside the College, such as during study trips, meetings and study-related social events.

Definition of Terms:

a) Discrimination

Discrimination is behaviour which is unfair and unacceptable to the College (and potentially unlawful), where an individual is treated less favourably than other persons on the grounds of gender, marital status, sexual orientation, race, colour, religion, ethnic/national origin, age or disability.

b) Harassment

Harassment is deliberate and unpleasant behaviour which is not necessarily persistent. One of its effects is to make the victim feel uncomfortable, patronised, humiliated or threatened. It also has the effect of maintaining existing inequalities of power and opportunity. It results in:

- making a job or study difficult to do
- creating an intimidating or hostile learning or working environment
- affecting the health or safety of individuals by causing stress
- endangering career and job prospects.

Sexual harassment, including that based on sexual orientation, includes sexist comments, ranging from derogatory remarks or mockery and jokes, to displays of sexually explicit material; it also comprises unwelcome sexual advances, unnecessary touching, demands for sexual favours and sexual assault.

Racial harassment includes derogatory name-calling, insults, racist jokes, racist graffiti and other written insults, bringing racist material such as posters, leaflets or magazines into the College or making threats against or physically intimidating a person or group because of colour or ethnicity.

Harassment against those with disabilities includes derogatory name-calling, insults and other actions which result in the individual feeling uncomfortable, patronised, humiliated or threatened.

c) Bullying

Bullying is a form of harassment that includes belittling and destructive criticism, insults and isolation. It can include humiliating, undermining or patronising an individual in front of his/her peers. It may involve deliberately undervaluing an individual's work contribution and achievements. Bullying can extend to blocking attempts by an individual to complain about their treatment and can create an atmosphere of anxiety and fear.

Harassment and bullying may be manifested in a variety of forms, all of which are offensive and unacceptable to the College whether the harassment or bullying is between students; between staff and student(s); between student(s) and staff; or between staff (see the separate parallel policy).

Reporting an Incident

The College encourages reporting of all perceived incidents of discrimination, harassment or bullying, regardless of the offender's identity or position. Students who believe that they have been the victim of such conduct should discuss their concerns with one of the four Harassment Officers, namely the Residential Life Manager, the Chaplain, the Student

Experience Co-ordinator or the Learning Support Co-ordinator. See also the separate Student Complaints and Academic Appeals Policy.

In addition, the College encourages students who believe they are being subjected to such conduct to advise the offender promptly that his or her behaviour is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The College recognises, however, that a student may prefer to pursue the matter through the student complaint procedures outlined in the separate Student Complaints and Academic Appeals Policy.

The Right of Complainants

The College undertakes to make every effort to ensure that anyone who makes complaints of unfair discrimination, harassment or bullying will not subsequently be subject to victimisation. It takes courage to make a complaint and the College undertakes to treat complaints seriously and sympathetically and to act promptly.

Prevention and resolution of harassment

To assist in the prevention and resolution of discrimination, harassment or bullying, students may make use of one of the four Harassment Officers as listed above, from whom appropriate advice and information shall be available.

Role of the Harassment Officers:

- Provide sympathetic assistance to students with complaints of discrimination/harassment/bullying
- Explain to the affected party the procedures for making a complaint in line with the separate Student Complaints and Academic Appeals Policy
- Establish the main details of the complaint
- Assist in mediation at the informal stage and in processing the complaint should it go to the formal stage
- Provide information when requested by individuals and generally ensure appropriate awareness.

Complaints Procedure

The College shall follow the complaints procedure as set out in the separate Student Complaints and Academic Appeals Policy and, if necessary, in line with the separate Disciplinary Policy and Procedures.

Misconduct constituting harassment, discrimination or bullying will be dealt with appropriately. Responsive action may include, for example, referral to see the Chaplain or disciplinary action such as a verbal warning, letter of counsel, or dismissal, as deemed appropriate in line with the separate Disciplinary Policy and Procedures.

Retaliation or Responsive Action

Retaliation against a student for reporting discrimination, harassment or bullying, or for participating in an investigation of a claim of discrimination, harassment or bullying, is a serious violation and, like discrimination, harassment or bullying themselves, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

False and malicious complaints of discrimination, harassment or bullying may also be the subject of appropriate disciplinary action.

Appeals

If a party to a complaint does not agree with its resolution, that party may appeal in line with the guidelines published in line with the separate Disciplinary Policy and Procedures.

Related Policies:

- Disciplinary Policy and Procedures
- Student Complaints and Academic Appeals Policy
- Safeguarding Policy
- Prevent Duty Policy