

# Student Anti-Bullying and Anti-Harassment Policy

Behavior and Health Framework

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# Introduction to the Student Anti-Bullying and Anti-Harassment Policy

The University of the West of England is committed to ensuring that all members of its community are treated with dignity and respect. The University does not tolerate any form of bullying or harassment and is taking steps to ensure that this commitment is reflected in the behaviour, values, and practices throughout the university. We are working to promote a culture where bullying or harassment of any student or member of staff is unacceptable.

Bullying and harassment have a detrimental effect on the health, confidence, morale, and performance of those affected and the University takes seriously complaints about bullying or harassment and is committed to acting where concerns are raised. This policy forms part of the University's Behaviour and Health framework. You can also seek support from the Students' Union at UWE, contact details are included in Appendix 6.

## Scope

This policy applies to any student registered on a course of study with the University of the West of England whether the registration leads to a final award, wherever the student is based and regardless of the level or mode of study. Some exceptions apply for students registered with partner organisations where local policies apply in the first instance.

This information is for any student who believes they, or another student they know, is being bullied or harassed by another University of the West of England student or staff member as well as any student or staff member who may be the subject of such a complaint. Information on what happens if a complaint is made against you can be found in Appendix 5.

Complaints that are not about a University of the West of England student or staff member need to be directed to the relevant organisation for consideration. The Students' Union Advice Centre can be contacted for advice.

## Responsibilities

All students have a personal responsibility to behave appropriately, to treat fellow students and staff with respect and dignity and to comply with university regulations on student conduct and equality and diversity. Students should discourage bullying and harassment by making it clear that they find such behaviour unacceptable. Students are responsible for their own behaviour and although exceptional or extenuating circumstances may be relevant, it is important to note that certain conditions, e.g., being drunk, do not absolve a student of this responsibility. Further information on how to respond to incidents of Harassment and bullying are included in appendix 3, guidance on being assertive is included in appendix 4.

## Witnesses

Witnesses can and should take action to report any instances, or suspected instances, of bullying and/or harassment under the Student Conduct route of the Behaviour and Health Framework Policy or the University Complaints Procedure. Links to relevant policies are included in appendix 7.

## Definitions

### Harassment

Harassment is defined as unwanted conduct affecting the dignity of an individual. It may be related to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient. Further information on what actions constitute harassment are included in appendix 2.

### Reasonableness

On occasion, individual perceptions of behaviour may differ - perhaps due to differences in attitude, experience, or culture - and what one person would consider acceptable behaviour may be unacceptable to another. The defining factor in determining if behaviour amounts to harassment is that the behaviour is unacceptable to the recipient and could 'reasonably be considered' to amount to Harassment. The intention of the person engaging in the behaviour – whether they meant to harass – is not a primary factor in determining if Harassment has taken place.

When considering allegations of Harassment, the University will therefore apply a test of 'reasonableness' to determine if Harassment has taken place. That is, with due regard to the circumstances, including the perception of the Complainant, could the behaviour in question 'reasonably be considered' to cause Harassment, e.g., could it reasonably be considered to:

- violate the Complainant's dignity, or
- create an intimidating, hostile, degrading, humiliating or offensive environment for them.

The University recognises Harassment as distinct from vigorous academic debate, which is characterised as being respectful, encouraging a variety of viewpoints and having the effect of stimulating and encouraging thought and discussion. Whilst staff and students will clearly hold a range of views on a variety of issues, they would be expected to treat all members of the University community with dignity and respect and ensure that the expression of their

views is not manifested in such a way that creates an environment that is intimidating, hostile, degrading, humiliating or offensive to others.

## Bullying

Bullying can be defined in many ways but is generally behaviour that is identified as a misuse of power. It is usually persistent (i.e.: more than a one-off incident), is offensive, abusive, intimidating, malicious or insulting behaviour or the unfair use of sanctions. This may make the recipient feel upset, threatened, humiliated or vulnerable and undermines self-confidence.

While there is no statutory definition of bullying, the conciliation service ACAS defines it as.

“...any unwanted behaviour that makes someone feel intimidated, degraded, humiliated, or offended. It is not necessarily always obvious or apparent to others...”.

it may happen without others being aware.

Bullying is not unlawful, but harassment based upon any of the characteristics listed in the definition above, is unlawful under the Equality Act 2010.

It is important to note that harassment or bullying may take many forms including written and verbal as well as by email, phone or via social media and networking.

Further details on the incidents that the University considers to be bullying and their impact are included in Appendix 1. The University reviews these definitions and the associated appendices annually and will publish revisions as they become necessary.

## Victimisation

Victimisation is when a person (A) subjects another person (B) to a detriment because they have (or person A believes they have), in good faith, made allegations of harassment or discrimination, intend to make such an allegation, or have assisted or supported a person in bringing an allegation.

Examples of victimisation may include labelling an individual a ‘troublemaker’ and/or refusing to advance them academically or professionally, refusal to provide a reference once the working or learning relationship has ended, or to treat them in any way less favourably because of their actions. Victimisation is unlawful under harassment and discrimination legislation and will be treated as a form of harassment under this Policy.

## Hate Crimes

The University accepts the following definition of hate crime and intolerance, put forward by Universities UK the Equality Challenge Unit and SCOP:

‘Crimes or behaviour motivated by prejudice, hatred or intolerance that intentionally demean individuals and groups defined by their ethnicity, race, religion and belief, sexuality, gender, conscience, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence.’<sup>1</sup>

The University reaffirms its belief that the diversity of its staff and students is a source of strength. Accordingly, it will actively seek to protect its community from prejudice, hatred, or intolerance.

Any hate crime will be treated as a form of Harassment under this Policy and the University reserves the right to report to the Police any incident which it believes may constitute a criminal offence.

## Incidents occurring while on placement.

Students should be treated fairly and consistently, with dignity and respect wherever they study, or undertake placements as part of their course at UWE. Placements should also be free from undue stress, anxiety, fear, and intimidation. The University will take all reasonable steps to ensure that external organisations providing placement opportunities for members of the University community have policies and procedures in place to prevent and deal with issues of bullying and harassment. Any student who is subject to bullying or harassment while on placement will be supported appropriately by the University.

## Vexatious and malicious reports

If, at any time, there is evidence that allegations of harassment or bullying have been made vexatiously or maliciously, that false information has been provided or that the complainant has otherwise acted in bad faith, disciplinary action may be taken. Any investigation based upon those allegations may be ended.

## Legal Action

In cases where there is an allegation of a criminal offence, this must be immediately reported to the police and the UWE Security team as appropriate. If you have any questions, you can contact the on-site police officer to discuss them, but crimes should not be reported to them directly.

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<sup>1</sup> ‘Promoting Good Campus Relations: Dealing with Hate Crimes and Intolerance,’ Universities UK, Equality Challenge Unit, SCOP, 2005.

The University understands the term ‘religion and belief’ to mean religion or similar philosophical belief, as defined in the Employment Equality (Religion or Belief) Regulations 2003.

In these cases, the University would usually pause investigations and/or formal action pending the outcome of criminal or legal proceedings. In some cases, where there is judged to be a risk a temporary suspension or exclusion may be imposed.

## Confidentiality

As a general principle, confidentiality will be agreed and maintained wherever possible. There may be situations where confidentiality must be broken, due to legal requirement or risk assessment, or to respond to a complaint, and this will be made clear to the student by the relevant service when the data is collected. Other than for these specified reasons, advisors will not release any names or identifiable information about students or staff that use UWE services, without the individual's consent. Information will only be given to those who strictly need to know. All records and information will be maintained in accordance with relevant data protection legislation.

## Closing the process

If you have made a complaint, informally or formally, you should be notified of the outcome. This will normally be to tell you if the complaint was 'upheld' or 'not upheld'. If upheld, you may be notified that appropriate action will be or has been taken. If your complaint was linked to an Academic Appeal, or to another formal procedure such as the conduct route of the Behaviour and Health Framework or as part of a wider formal Student Complaint, the outcome will also be passed to the relevant staff member and will be used to help inform those outcomes.

## Ownership and Oversight

Document name:	Anti-Bullying and Anti-Harassment Policy
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Equality Analysis:	[Date submitted and outcome]
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This version approved by:	LTSEC/2023
Effective from:	01 September 2023
Next review date:	June 2026
Senior Policy Owner:	Head of Student and Academic Policy Enhancement
Policy Author:	Student Casework Team Manager
Overseeing committee:	Learning Teaching and Student Experience Committee
Compliance measures:	Reporting to LTSEC and other relevant ECI committees on cases reported, actioned and outcomes
Related policies, procedures, and codes of practice:	Behaviour and Health Framework Joint Statement on Sexual Violence Equality and diversity policies and procedures Freedom of Speech Policy

	Zero Tolerance: A joint statement
Related legislative and/or regulatory requirements	The Equality Act (2010) Protection from Harassment Act (1997) Data Protection Act (20188) General Data Protection Regulations

## Version history

Version	Date	Summary of changes	Author
V23.01.01.1	13/01/23	Advice and guidance sections moved into appendices.  Amended to address intended audience.  Political belief added to section on religion and belief	Head of Student and Academic Policy Enhancement
V23.06.29	29/06/23	Amendments to definitions of Harassment	Head of Student and Academic Policy Enhancement

## Appendix 1: Examples of bullying

Bullying may be on an individual or group basis, it may involve someone in a position of authority, or another student. The following information offers examples for reference only. Additional information and advice can be found online.

There is no single statutory definition of bullying i.e.: there is no “Bullying Law”. However, bullying is general described as being behaviour that is, to an individual or individuals:

- Offensive
- Intimidating
- Malicious
- Insulting behaviour
- An abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure another person(s).

Bullying is often psychological but can be physical. There may be no apparent motive such as sex, race, or religion, as is often the case with harassment. Behaviour generally accepted as amounting to bullying includes:

- Ridiculing a person
- Shouting or screaming at a person
- Setting someone up to fail, e.g., withholding necessary information or deliberate work overload.
- Unwarranted or invalid criticism and criticism which lacks the necessary constructive support to help the recipient improve their performance.
- Persistently ‘singling out’ a person without good reason or deliberately excluding, isolating, or ignoring an individual.
- Making threats or comments about job security or academic success or failure without foundation

## Electronic bullying, bullying in online spaces and the use of social media.

Electronic bullying is a term used to refer to bullying through electronic media. In sending emails all users should consider the content, language, and appropriateness of such communications.

The use of social media is a part of everyday life for most people. The following should be kept in mind when using social media:

- avoid using language which would be deemed to be offensive to others in a face-to face setting as the impact on an individual will be much the same.
- avoid forming or joining an online group that isolates or victimises others.
- never use such sites to access or share illegal content.

If instances of what might be online harassment or bullying are reported, they will be dealt with in the same way as if they had taken place in a face-to-face setting.

## Who is a target and who is a bully?

Anyone can be a target and equally, any person could behave in a way that may be considered as bullying. Therefore, no assumptions can or should be made about who is a victim or perpetrator of bullying.

**The target:** This could be a successful, popular, and intelligent, above average performers or they could be timid, different, lacking in confidence.

**The bully:** This could be someone who may be jealous or envious of an individual; feel threatened by someone's skills/intelligence/age. Equally this may be a person who is under pressure and is having difficulties in other aspects of their life or has had difficult experiences in the past and needs support to better understand the impact of their behaviour.

## The effects of bullying

Being the victim of bullying can lead to serious consequences. Example effects of bullying include Stress, anxiety, sleeplessness, fatigue, trauma, fear, anger, pain, irritability, poor concentration and memory, panic attacks, shame, guilt, embarrassment, isolation, shattered self-confidence, fear.

An individual may feel ill at the thought of going into university, placement, halls of residence or lectures/seminars etc; the quality of their work may suffer; participation in activities, conversations etc may reduce.

Actions that are not bullying

In general:

- acting assertively
- requesting someone to amend their behaviour.
- disagreeing with someone's point of view.
- making a single critical remark about another person's performance of a task

- a single instance of behaviour which is not repeated.

The above would not generally be considered bullying unless investigation shows that they are part of a pattern of behaviour by one or more people which results in the victimisation of another. It is also possible that a single instance of discriminatory language may contravene the University's conduct expectations as set out in the Behaviour and Health Framework and/or single equality scheme.

## Appendix 2: Examples of harassment

Harassment may be on an individual or group basis, it may involve someone in a position of authority, or another student. The following information offers examples for reference only. Additional information and advice can be found online.

Harassment is unlawful and includes stalking.

Harassment related to age, disability, gender reassignment, race, religion or belief, sex (including sexual harassment) and sexual orientation is unlawful. Harassment related to these characteristics is defined as:

‘Unwanted conduct that has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.’

The following section describes these forms of harassment in greater detail and provides examples of how such harassment may be manifested. These examples are not intended to be exhaustive. They are, however, indicative of conduct that would be considered unacceptable by the University.

### Racial Harassment

Racial harassment is unwanted conduct related to a person’s race, including their ethnic or national origins, colour, or nationality. It is usually directed at individuals from minority ethnic groups.

Harassment related to race may be racist jokes, ‘banter’ and language, the expression of racist views and stereotypes related to, the display of racist materials, or deliberately excluding or refusing to cooperate with someone because of their race.

Conduct that focuses upon a person’s appearance, dress, culture, or customs can also constitute racial harassment, as does behaviour that has the effect of fostering hatred and/or prejudice towards individuals of racial groups. Racial harassment is explicitly prohibited under the Equality Act 2010.

### Sexual Harassment

Sexual harassment is unwanted conduct by either sex that is sexual in nature. Conduct that may amount to sexual harassment includes:

Physical contact, ranging from invasion of personal space, inappropriate touching, or physical assault.

- Intrusive questions and remarks about a person’s private life
- Inappropriate remarks about a person’s appearance or dress
- Sexually explicit language, jokes, verbal, and physical innuendo

- Using demeaning, gender-specific terminology
- Display or circulation of sexually explicit materials
- Coercive demands for sexual favours, (such as promotion or academic success depending on the response to the demand)
- Intrusion by pestering, spying, or stalking.
- Persistent, unwanted advances, (e.g., inviting a colleague or friend out would not in itself amount to harassment. However, if it was indicated that the approach was unwelcome and the individual persisted in making such approaches, this is likely to be considered harassment by the recipient).

Sexual harassment is specifically prohibited under the Equality Act 2010. The university works with other local universities to tackle sexual violence and misconduct. We have a joint commitment written with our student union.

## Harassment related to Sex.

Harassment related to sex describes unwanted conduct that is directed at a person because they are male or female. Harassment related to sex may be deliberately exclude someone because they are the only man or woman in a team, group or class would be considered sex-based harassment. Harassment related to sex is distinct from sexual harassment as, whilst the behaviour relates to a person's sex, it is not sexual in nature. Harassment related to sex is unlawful under the Equality Act 2010.

## Harassment related to disability.

Harassment related to disability is unwanted conduct directed at a person because of their physical or mental disability. It may relate to the disability itself or the person's real or presumed capabilities. A person can also be harassed on the grounds of disability where they themselves are not disabled - for example, if they are the carer of a child with disabilities and suffer harassment on that basis.

Harassment related to disability may be ignoring, disparaging, or ridiculing a person, inappropriate personal remarks, unnecessarily intrusive and inappropriate questions about a person's condition or excessive and unnecessary references to a person's disability. At its extreme, it can manifest as refusal to work or study alongside someone with a disability. Harassment related to disability is unlawful under the Equality Act 2010.

## Harassment related to religion, belief, philosophical belief or political opinion.

Harassment related to religion, belief, philosophical belief, or political opinion is unwanted conduct directed at a person because of their religion, comparable belief system or political beliefs. It can also occur because a person is presumed to be of a particular religion, belief, or political opinion, even if this is not the case, or because of a person's nonadherence to a religion, belief system or political opinion.

Harassment related to religion, belief or political opinion may be insults or ridicule of a person's religion, belief, or political opinion. Behaviour may focus upon a particular aspect of a religion or belief system, such as clothing, religious artefacts, beliefs and rituals or the expression of stereotyped perceptions and assumptions about a religion or belief and its followers or of a political opinion. It can also take the form of coercive pressure to convert or conform to a religion, belief system or political opinion.

Harassment related to religion or belief is unlawful under the Equality Act 2010.

## Harassment related to sexual orientation.

Harassment related to sexual orientation is unwanted conduct directed at a person because of their actual or perceived sexual orientation. It most frequently affects individuals who are gay, lesbian, or bisexual. Harassment related to sexual orientation may go unreported because a person does not wish to disclose their sexuality.

Harassment related to sexual orientation may be intrusive questions about a person's private life, homophobic or biphobic comments, jokes and 'banter' about sexuality, gossip and speculation about a person's sexuality, refusal to work or study alongside someone because of their sexuality and actual physical assault. 'Outing' someone by, for example, the release of personal information, would also be considered harassment. Harassment related to sexual orientation is unlawful under the Equality Act 2010.

## Harassment related to gender reassignment.

Gender reassignment is the legal term used in the Equality Act 2010 to describe the protected characteristic of anyone who 'proposes to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex'. Harassment against individuals who are trans is protected by the Equality Act 2010.

Harassment related to Gender Reassignment may be excluding a person because of their trans identity, making jokes or disparaging comments about trans people, refusing to work or study with someone because of their trans identity, name-calling and refusing to acknowledge their acquired gender. 'Outing' someone, for example as being trans, would also be considered harassment.

## Harassment related to Age.

Harassment related to age is unwanted conduct related to a person's age. It may occur because of a person's real or perceived age and applies to the 'young' and 'old' alike. Harassment related to age may be jokes, name-calling and comments relating to a person's age or comments about their presumed abilities. Harassment related to age is unlawful under the Equality Act 2010.

## Appendix 3: Responding to harassment or bullying.

If you feel you are being harassed or bullied, do not feel that you must tolerate it, or that it is your fault. Harassment or bullying is most effectively resolved if it is dealt with as early as possible. If issues are ignored or allowed to escalate, problems can be more difficult to solve.

This guidance can be applied to all scenarios whether they occur between students or between staff and students. If you feel you cannot take steps yourself, you are encouraged to seek advice and support from the Student's Union or by making a report via Report and Support. [Go to the Report and Support tool.](#)

### Initial steps

The first step is to list your concerns. Before taking any action, whether informal or formal, we would encourage you to keep a diary and note:

- the date, time, and place of any incident
- exactly what was said or done and by whom (including you)
- the context in which it was said or done,
- how it made you feel and the action you took (if any).

You should also note the names of any witnesses who were present and retain any related documents such as texts, emails or messages posted on social media sites. This information will be relevant if you decide to make an informal or formal complaint at a later stage.

At any time, you may wish to seek independent information, advice, and guidance and this can be through The Students' Union Advice Centre, who can offer a confidential setting to explore the options - informal or formal - with you. Contact details for the team can be found in Appendix 7

No action will be taken on your behalf or without your consent.

### Informal action – steps you can take yourself.

If you wish to try to resolve the matter informally, options to consider include:

- Meeting with the alleged harasser or bully, making it clear you find their behaviour unacceptable and asking them to stop. In many cases, once the alleged bully or harasser is aware of the concerns, they readily alter their behaviour, not realising the behaviour had impacted on you in the way described and there are no further concerns.

- Asking a third party to talk to the alleged harasser or bully on your behalf. If contacting the alleged harasser or bully on your own seems daunting The Students' Union Advice Centre may be able to accompany you and/or facilitate the meeting.
- Writing to the alleged harasser or bully, outlining the problem, and explaining your feelings. The Students' Union Advice Centre may be able to help you compose the letter. On receipt of a letter an individual might want to discuss your concerns with you directly, so you should be prepared for this possibility.

If you decide to take informal action, ideally your approach should be assertive, confident, and direct. Assertiveness is about upholding your own integrity and dignity, whilst also recognising the right of others to behave in the same way.

## Formal Action – steps you can work with the University to take.

- You may wish to take more formal action where:
- Informal action has been tried but has not been effective.
- Informal action is felt to be inappropriate.
- There has been a recurrence of previous harassment or bullying, or where a serious incident has occurred, you have the option of raising a formal complaint.

You are strongly encouraged to talk through a formal complaint with The Students' Union Advice Centre. Any formal complaint will need to be made in writing and you will need to be aware that the alleged bully or harasser will be made aware of the complaint once the formal procedure begins.

You may feel that someone's behaviour towards you is particularly serious and/or you may feel intimidated or threatened. Please be aware that you are entitled to contact the Police directly (the University is unable to do this on your behalf) to make a complaint. The Police may investigate and identify whether that behaviour is in breach of the law.

## Report and Support

Our online tool has been developed for you to get help if you have experienced something on campus or on university business that makes you feel upset or uncomfortable. With Report and Support, you can choose to speak with one of our trained advisers so they can discretely investigate incidents, or they can report issues anonymously.

[Go to the Report and Support tool.](#)

## Appendix 4: Guidance for being assertive.

It can be difficult to speak to a person you believe has harassed or bullied you, but it can be very effective, especially if addressed at an early stage. It can also help you regain control of the situation and improve your self-esteem, which may have been affected by the incident/s. To explain the effect the alleged harasser or bully is having on you, consider the following strategies for preparing for the discussion and expressing yourself assertively.

- Think about your personal rights, wants, and needs.
- Think about how you feel about the incident/s. Do you feel angry, embarrassed, humiliated?
- If you feel angry, ask yourself 'what is my anger telling me?'. This may help you understand the impact of the circumstances and therefore identify what you are seeking.
- When describing your feelings, use 'I' statements instead of blaming the other person (e.g., 'I feel hurt', rather than 'You hurt me'). This helps to avoid defensiveness on the part of the person you are speaking to.
- Relate your statement about your feelings to some specific behaviour in the other person (e.g., 'I felt hurt when you said I had not completed the project on time without giving me the opportunity to explain the reason it was behind schedule'. This is clearer to the person you are speaking to than 'I felt hurt because you humiliated me').
- Be direct. Try to express your request in one or two easy-to-understand sentences. Complicated explanations can mean that the person you are speaking to may not understand what you are trying to tell them.
- Try not to make assumptions about what the other person is thinking or feeling, about what their motives might be, or how they may react. Check things out with them first.
- Avoid sarcasm, character assassination or absolutes (absolutes often involve using words like 'You never '..' or 'You always '..').
- Be reasonable.
- Avoid labelling. Remember the behaviour is the problem not the whole person.
- Ask for feedback: 'Am I being clear?'; 'How do you see this situation?' Asking for feedback helps correct any misinterpretation people may have as well as helping others

realise that you are open to communication, and are expressing an opinion, feeling or desire, rather than a demand.

- Evaluate your expectations. Are they reasonable? Are you willing to compromise, if appropriate, to reach a resolution with the other person?

## Appendix 5: If a complaint is made against you.

Someone who feels they are being bullied or harassed is often far more adversely affected than the alleged harasser or bully may realise, and they may not realise the impact they have had on an individual which may mean that their study and/or health is suffering.

What is acceptable to one person may not be so to another. If a student believes you are harassing or bullying them, they may take informal or formal action to resolve matters.

### Informal Action

The aim of an informal approach is to resolve the situation without recourse to formal action.

The complainant may describe to you their experiences and feelings and provide you with examples of the behaviour that they feel were inappropriate. You are advised to look at the behaviour described and consider whether you can modify it. You should bear in mind that it is how the other person feels about the incident/s, not necessarily what you intended, that may lead to a complaint of harassment or bullying.

**If you are a student:** you may wish to talk through the concerns with a member of The Students' Union Advice Centre, this will be a different adviser to any working with the student reporting the concerns. If the person raising the concerns or you in reply want to meet, you can be accompanied by a friend or possibly a member of The Students' Union Advice Centre, remembering that the aim of the approach is informal, to hear the concerns, consider how your interaction with the individual is affecting them and how you may be able to modify your behaviour.

**If you are a staff member:** you might be approached informally by the student themselves, or by another staff member facilitating consideration of the complaint. If it is the student making the approach, they may want to meet with you and you can seek advice and guidance from your HR Business Partner or, if you are a member of a union, your Union Representative. Please note that the aim of the approach is informal, to hear the concerns, consider how your interaction with the individual is affecting them and how you may be able to modify your behaviour.

### Formal action

If you are a student: a formal approach will be through the conduct route of the Behaviour and Health framework. You will be notified in writing (this will be by email) of the concerns and will be asked to either reply in writing, or to attend a Disciplinary appointment to discuss the complaint with a Disciplinary Officer. You will be provided with information about the disciplinary procedure and be signposted to advice and guidance through the UWESU Student Support Team. More information about the disciplinary procedure can be found online via the link in section x below.

If you are a staff member: the complaint will be passed to the relevant Human Resource facilitated procedure for consideration.

## Appendix 6: Contact Details

### **The Students' Union Advice Centre**

U Block

Frenchay Campus

Or contact us via your campus office.

T: 0117 32 82676

E: [advice@uwe.ac.uk](mailto:advice@uwe.ac.uk)

W: [www.thestudentsunion.co.uk/advice-centre](http://www.thestudentsunion.co.uk/advice-centre)

Open: Monday – Friday 10am – 4pm

### **Student Casework Service**

Frenchay Campus

T: 01173283371

E: [conduct@uwe.ac.uk](mailto:conduct@uwe.ac.uk)

W: <https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/student-conduct-and-reporting-incidents>

### **Report and Support**

R: [Report + Support - University of the West of England \(uwe.ac.uk\)](http://Report+Support-UniversityoftheWestofEngland(uwe.ac.uk))

R: <https://reportandsupport.uwe.ac.uk/>

## Appendix 7 (5): Websites and Links:

Guidance for writing a complaint of bullying or harassment and the UWE Student Complaints Procedure:

### **Complaints procedure**

[www.uwe.ac.uk/about/contact-us/complaints](http://www.uwe.ac.uk/about/contact-us/complaints)

### **Conduct**

<https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/student-conduct-and-reporting-incidents>

### **Report and Support and Speak Up**

<https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/report-and-support>

<https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/speak-up>

### **Safeguarding**

<https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/safeguarding>

### **Wellbeing and Support**

<https://www.uwe.ac.uk/life/health-and-wellbeing/get-wellbeing-support>

<https://www.uwe.ac.uk/life/health-and-wellbeing/get-wellbeing-support/wellbeing-self-help>

### **Staying Safe**

<https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus>

### **Student Support Advisers**

<https://www.uwe.ac.uk/study/study-support/student-support-advisers>