



ENGLISH LANGUAGE CENTRE SUMMARY

UNIVERSITY OF LIVERPOOL POLICY ON BULLYING AND HARASSMENT

1. INTRODUCTION

As part of the University of Liverpool, the English Language Centre (ELC) follows the University's policies and procedures relating to bullying and harassment. You can read the University's full *Dignity at Work and Study Policy* at <https://www.liverpool.ac.uk/media/livacuk/hr/diversityandequality/policiesandactionplans/BullyingPolicy.pdf>.

The ELC will always follow the University's policy and procedures. This document is a summary of some of the main points to try to make the process easier to understand and is intended only to help students of the University of Liverpool English Language Centre.

2. BACKGROUND

2.1 WHAT IS BULLYING?

Bullying refers to unpleasant, aggressive, threatening, or nasty behaviour towards another person, and which may cause that person embarrassment or injury.

Examples of bullying include:

- verbal or physical threats
- continual unnecessary negative comments or criticisms
- humiliating someone in front of others
- offensive or abusive personal comments
- threatening or abusive comments made by email, text message or through internet forums
- setting unreasonable and unattainable goals
- making someone feel unwanted and excluded from a group
- criticising only one person when there is a common problem
- making false accusations
- shouting at people in order to get things done
- being unkind to someone because of their age, sexual orientation, race, gender or other such behaviour

The list above only contains examples. It is important to remember that bullying can also take other forms.

2.2 WHAT IS HARASSMENT?

Harassment is:

- unwanted physical, verbal or non-verbal behaviour which may negatively affect a person's feeling of self-worth, or create an intimidating, humiliating or offensive environment which interferes with that person's learning, working or social environment
- the display of any writing, sign or other visible object which is threatening, abusive or insulting, and which is likely to cause anxiety or distress
- sexual harassment



Below are some examples of different types of behaviour which could be considered to be harassment. However, harassment is often specific to a particular person so harassment can also take other forms.

Verbal harassment:

- rude remarks or personal comments
- unwelcome sexual advances
- unwanted comments on dress
- gossiping

Non-verbal harassment could include exposure to:

- circulation of offensive or sensitive photographs
- offensive pieces of text or graffiti

This includes exposure to offensive material through the use of all forms of equipment – telephone, voicemail, e-mail, photocopiers, screen savers, on-line environments, video content and PCs.

Physical harassment:

- touching
- brushing up against another person
- standing so close to someone that they feel uncomfortable

All bullying and harassment is misconduct and will be dealt with under the University's disciplinary policies.

Please see: <http://www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/conduct-discipline/>.

Sometimes harassment can also be illegal, especially if it breaks the Equality Act 2010. Under this law it is illegal to discriminate against someone because of their **age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religious belief/non-belief, sex or sexual orientation**, either directly or indirectly.

All students, visitors and workers at the University have the right not be harassed.

3. RESPONSIBILITIES

3.1 STUDENTS

All students should:

- be prompt, efficient and polite in your dealings with the University, its staff and your fellow students.
- help to create and maintain an atmosphere where people can learn and an environment which encourages equality of treatment.
- use the facilities and resources of the University with respect and consideration for all other users.
- take personal responsibility for promoting a safe, secure and healthy environment.
- follow all University regulations and Codes of Practice.

3.2 THE UNIVERSITY

Students can expect the University to:

- be prompt, efficient and polite in its dealings with students.
- provide equal treatment to all regardless of age, disability, gender reassignment, race, religion/belief or sexual orientation.



- seek to provide an atmosphere where people can learn and which is free from harassment and discrimination.
- do everything reasonable to provide a safe, secure and healthy environment.

4. TO MAKE A COMPLAINT ABOUT BULLYING OR HARASSMENT

4.1 STUDENTS

If you do not want to make a formal complaint, you should first talk to your Group Tutor, who may be able to help you. You can also raise an Issue of Concern by talking to your Course Coordinator,

If you want to make a formal complaint, you should follow the complaints procedure outlined in the English Language Centre *Suggestions, Compliments and Complaints* policy, which can be found on our website: <https://www.liverpool.ac.uk/english-language-centre/policies-and-documents/>.

If you are still not happy after this, you should follow the instructions contained in Section 8.0 of the University's *Dignity at Work and Study Policy*.