

## University Policy 400.03 BULLYING

**Responsible Administrators:** Vice President of Student Development and Services;  
Vice President of Administration

**Responsible Offices:** Office of Student Development and Services; Office of Human Resources

**Originally Issued:** October 2011

**Revision Date:**

**Authority:** Office of the President

### **Policy Statement**

It is the policy of Claflin University to create a studying, working, and living environment that is free of bullying and which protects the dignity of all students and employees. Bullying is offensive and prejudicial to a productive studying and working environment. It results in a lack of respect, undermines position and may have a negative impact upon an individual's health, course work, examinations, job performance, and sense of personal security.

### **Statement of Purpose**

The University environment is not typically known for bullying incidents. However, research has shown that bullying is a problem in higher education. If bullying is present at Claflin University, management intends to proactively resolve bullying issues to include providing sound support systems for victims of bullying.

### **Applicability**

This policy is applicable to all students and employees of Claflin University.

### **DEFINITIONS/EXPLANATIONS**

1. Bullying – Repeated oppression, usually psychological, of a less powerful person by a more powerful person, or group of persons.
2. Types of Bullying - Bullying can take many forms. Examples of bullying include, but are not limited to:
  - Verbal: name-calling, teasing;
  - Social: spreading rumors, leaving people out on purpose, breaking up friendships;
  - Physical: hitting, punching, shoving; and
  - Cyberbully: using the internet, mobile phones or other digital technologies to harm others.

Further, an act of bullying may fit into more than one of these categories.

3. Difference in Bullying and Harassment – Bullying rarely focuses on gender, race or disability; rather, it often focuses on alleged lack of competence of the bullied person. The table below distinguishes bullying from harassment to some extent.

| <b>Bullying</b>  | <b>Harassment</b>   |
|--|---|
| Almost exclusively psychological such as criticism.                              | Usually strong physical component such as contact and touch in all its forms and intrusion into personal space/possessions. |
| Anyone will do, especially if they are vulnerable.                               | Tends to focus on gender, race, or other common discriminatory categories.  |
| Although bullies maybe deeply prejudiced, sex, race and gender play little part. | Usually directly linked to sex, race, prejudice, discrimination, etc.   |

## **PROCEDURES REGARDING BULLYING**

### **General Procedures**

1. Any student experiencing what is perceived as bullying should report it to the Office of Student Development and Services immediately; any employee experiencing what is perceived as bullying should report it to the Office of Human Resources immediately. Sometimes the person initiating the action interpreted as bullying may not realize that the behavior is unwanted or unacceptable and in such cases the misunderstandings can be resolved quickly.
2. It is helpful to make a note of the time, place and nature of any specific incidents and attempts to discuss them. This will provide useful information in the event of an investigation.

### **Individual Action**

If possible, the individual experiencing what is perceived as bullying should state clearly to the person concerned that the behavior is unacceptable and should stop. In some circumstances the individual might prefer to write a letter to the person concerned that should be dated and signed, and a copy kept.

### **Formal Procedures**

1. If the individual is uncomfortable talking or writing to the person concerned or if the bullying does not stop, the individual should inform someone in an official position who could help resolve the matter. A student should contact the Office of the Vice President of Student Development and Services. An employee should contact the Director of Human Resources. In these cases, the individual should complete a complaint form to report bullying (see Appendix A). The

Office of Student Development and Services and the Office of Human Resources investigate bullying similar to other investigations undertaken by the respective office.

2. If an individual does not want to use the two methods noted immediately above for an incident perceived as bullying, the individual may make a report through EthicsPoint (Claflin University's Compliance and Hotline). **EthicsPoint allows anonymous reporting to a third party entity that is contracted by Claflin University.** An EthicsPoint report may be filed through the internet at [claflin.ethicspoint.com](http://claflin.ethicspoint.com) (the address bar), or by calling 1- 877-319-8243 within the United States, Guam, Puerto Rico or Canada (seven [7] days a week, 24 hours a day).

### OTHER RELEVANT MATTERS

- **Bullying Violation** – Any person found to have violated this policy may be subject to appropriate disciplinary action. For students, disciplinary action may range up to suspension or expulsion from the University. For employees, disciplinary action may range up to the termination of employment.
- **False Reporting** – Bullying is a serious matter. Any person who knowingly files a false complaint regarding bullying may be subject to appropriate disciplinary action. For students, disciplinary action may range up to suspension or expulsion from the University. For employees, disciplinary action may range up to the termination of employment.
- **Retaliation** against a person filing a bullying complaint or who participates in a bullying investigation or proceeding is prohibited. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. An employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment.
- The Office of Student Development and Services in conjunction with the Office of Human Resources is responsible for developing **training** regarding bullying. Training will include: how to recognize bullying; what to do in case of bullying; and provide proven strategies for preventing bullying.



APPENDIX A: BULLYING POLICY  
CLAFLIN UNIVERSITY- BULLYING COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Student \_\_\_\_\_ Employee \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence of bullying, i.e., letters, photos, etc. (attach evidence if possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other relevant information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_