

Bullying, Harassment and Hate Crime Policy

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Edge Hill
University

Bullying, Harassment and Hate Crime Policy

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1 Summary

- 1.1 This policy aims to provide clear information for our community on what constitutes bullying, harassment and hate crime; to provide examples to enable greater understanding of how we might come across this behaviour and to ensure our community members understand how to seek help and support with these issues.

2 Glossary of Terms

- 2.1 There are no terms within this policy that require explanation.

3 Purpose

- 3.1 The purpose of this policy is to state the university's position on bullying, harassment, and hate crime and aim to raise awareness amongst the university community of behaviour that would be considered to constitute bullying, harassment, victimisation and hate crime and to provide guidance on informal and formal means of dealing with it when it occurs.
- 3.2 This policy applies to all registered students, all members of staff and all visitors and aims to create a learning and working culture, where any form of bullying, harassment or hate crime is recognised as unacceptable and dealt with, without fear of reprisal or ridicule.

4 Policy Statement on Bullying, Harassment and Hate Crime

- 4.1 Edge Hill University is committed to providing a community that welcomes and promotes diversity, equality and inclusion.
- 4.2 Edge Hill University does not tolerate any form of bullying, harassment and hate crime as it recognises that such behaviour is unacceptable, endangers the health and safety of its community, and is contrary to the interests of the success of the university.
- 4.3 We regard any form of bullying, harassment, hate crime or discrimination as unacceptable whether this occurs in or out of the university, such as on business trips or at events or university-related social functions. We believe all members of our community have the right to a learning, working and social environment free from inappropriate, unwarranted and unwelcome interference.
- 4.4 Our values are set out in the People Plan, Equality, Diversity & Inclusion Strategy and the Student Charter. These provide details of the rights and responsibilities we all have as members of the Edge Hill University community;
- foster an environment which is free from unfair discrimination;
 - affirm the rights of individuals to be treated with dignity and respect;

- enable our community to participate, contribute, enjoy and influence their experience; and
 - where inclusive practices underpin everything, we do.
- 4.5 All members of the university community have a responsibility to help create and maintain an environment free from bullying and harassment.
- 4.6 The university will eliminate discrimination and harassment, and create a learning, working and social environment based on positive relations between members of different groups. To this end, the university undertakes to promote diversity and equality of opportunity through the provision of relevant advice, training and support.
- 4.7 This policy does not form part of any employee's contract of employment.

5 Definitions

What is Bullying?

- 5.1 Bullying can be defined as unwanted 'offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.'¹ Typically, bullying is one person against another, or a group of people against an individual. Bullying can also occur in less obvious scenarios and outside of traditional power relationships, e.g. a manager may be bullied by a student or by a member of staff.
- 5.2 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.
- 5.3 The above examples are not exhaustive. They are, however, indicative of behaviour that would be considered unacceptable conduct by the university.
- 5.4 When considering allegations of bullying, the university will apply the test of 'reasonableness' to determine if bullying has taken place. The test will be

¹ ACAS "Bullying and Harassment at Work: A Guide for Managers and Employers"

applied as outlined in Section 7 with due regard to the perception of the complainant and whether the behaviour in question could reasonably be considered to undermine, humiliate, denigrate or injure the complainant.

- 5.5 Bullying is distinct from vigorous academic debate, or the actions of a supervisor or manager making reasonable (if unpopular) requests. It is also distinct from techniques used to manage and improve performance, the distinguishing factor being that these have the effect of supporting and developing potential or promoting desired work performance, whereas bullying has the effect of undermining, humiliating, denigrating or injuring the recipient.
- 5.6 Electronic bullying and the use of social media (Blogs, Wikis, Forums, Email, WhatsApp, Facebook etc): Electronic bullying is a term used to refer to bullying through electronic media. In sending emails all staff and students should consider the content, language and appropriateness of such communications. This is also known as online harassment, cyberaggression, cyberbullying, cyber harassment, cyber hate, cyber victimisation or deviant online behaviour.
- 5.7 The use of social media for appropriate purposes has grown considerably over the last few years and the IT Acceptable Use Policy must be followed and is accessible at: <https://www.edgehill.ac.uk/documents/files/acceptable-use-policy.pdf>. The following guidance is also relevant for both students and staff:
- 5.8 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.
- 5.9 Avoid forming or joining an online group that isolates or victimises students or colleagues.
- 5.10 Ensure that you never use such sites to access or share illegal content.
- 5.11 If instances of what might be online bullying are reported, they will be dealt with in the same way as if they had taken place in a face-to-face setting.

6 What behaviour constitutes Harassment?

- 6.1 As the definition of harassment makes clear, any behaviour that is unwanted and could reasonably be considered as violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them is potentially harassment. Typically, for behaviour to be considered harassment, it must be persistent and continue or develop over a period of time. However, a one-off incident that is particularly serious can constitute harassment.

- 6.2 Harassment can be communicated verbally, be physical in nature, or be expressed through other means of communication, such as letters, emails, text messages and graffiti. It may be expressed directly to the Complainant, occur in their presence or be communicated about them to a third party. Often harassment is targeted at a particular individual. However, a prevailing workplace or learning culture, where, for example, the telling of racist jokes or homophobic comments is tolerated, can also constitute harassment.
- 6.3 Behaviour amounting to harassment may include:
- Insults, name-calling and offensive language and gestures.
 - Inappropriate jokes including racist, sexist, homophobic, biphobic, transphobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender.
 - Ridiculing and undermining behaviour.
 - Inappropriate or unnecessary physical contact.
 - Physical assault or threats of physical assault.
 - Intimidating, coercive or threatening actions and behaviour.
 - Unwelcome sexual advances
 - Isolation, non-cooperation or deliberate exclusion.
 - Inappropriate comments about a person's appearance, intrusive questions or comments about a person's private life and malicious gossip.
 - Outing or threatening to out someone as gay, lesbian, bi or trans.
 - Offensive images and literature.
 - Pestering, spying or stalking.
- 6.4 These examples are not intended to be exhaustive. They are, however, indicative of behaviour that would be considered unacceptable conduct by the university.
- 6.5 Harassment may take place for any number of reasons. A person may be subjected to harassment because they are perceived as being 'different to the norm' in some way or are in a less powerful position than the alleged harasser. For this reason, people who are in a minority position – be it numerical or hierarchical – may be more vulnerable to being harassed.
- 6.6 It is important to recognise however, that harassment can occur in less obvious scenarios and outside of traditional power relationships. For example, a staff member could be harassed by a student or a manager by a member of staff. In addition, an individual may feel harassed even if the behaviour is not directed at them (harassment because of association) or it is directed at them, but they do not have the protected characteristic but are perceived to have it (harassment because of perception).

6.7 The protected characteristics under harassment are;

- age
- disability (physical or mental)
- gender reassignment
- race (including ethnic and national origins, colour and nationality)
- religion or belief (including lack of belief)
- sex (including sexual harassment)
- sexual orientation

6.8 Harassment related to these characteristics is unlawful. Further information on forms of harassment can be found in Appendix A.

7 Reasonableness

7.1 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 bullying or harassment is that the behaviour is unacceptable to the recipient and could 'reasonably be considered' to amount to bullying or 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.

7.2 When considering allegations of bullying or harassment, the university will therefore apply a test of 'reasonableness' to determine if bullying or 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 bullying or 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.

7.3 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.

8 Victimisation

- 8.1 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.
- 8.2 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.
- 8.3 Victimisation is unlawful under harassment and discrimination legislation and will be treated as a form of harassment under this Policy.

9 Hate Crimes

- 9.1 The university accepts the following definition of hate crime and intolerance, put forward by Universities UK, '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.'
- 9.2 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.
- 9.3 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.

10 Good Faith

- 10.1 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 terminated.

11 Active Bystander

- 11.1 An active bystander is someone who witnesses a situation and takes steps to speak up or step in to keep a situation from escalating or to disrupt a problematic situation when it is safe to do so.
- 11.2 The bystander effect is a social psychological phenomenon that occurs when the presence of others discourages an individual from intervening in a

situation. This compounds peoples experience by normalising and accepting inappropriate behaviours. All members of the community have a responsibility to do or say something if they witness an act of bullying or harassment.

12 Staff and Student Procedures

- 12.1 All members of the community must treat others with dignity and respect and should always consider whether their words or conduct could be offensive. Even unintentional harassment, bullying or hate crime is unacceptable. All members of our community have a role to play in helping to create a climate where bullying, harassment and hate crime are not acceptable.
- 12.2 We will take allegations of harassment, bullying or hate crime seriously and address them promptly and confidentially where possible.

13 Informal Procedures for Addressing Bullying and Harassment

- 13.1 If a person believes they are being subjected to bullying or harassment, there are a number of ways to deal with the matter quickly and effectively. An 'informal approach' can effectively address the unwanted behaviour without recourse to formal procedures. Informal approaches can have the advantage of resolving the situation quickly and with minimal disruption to relationships. It is recommended that informal approaches be used in the first instance, as this is often sufficient to resolve the matter without the need for more formal means. It is however, up to the individual to decide if this approach is appropriate to their situation. There are certain instances of bullying and harassment that might be so severe as to warrant the by-passing of informal resolution, such as if a serious incident occurs.
- 13.2 There are a number of 'informal approaches' that can be adopted, as outlined in sections below:

14 Individual Action

- 14.1 The university recommends that anyone who believes they are being subjected to bullying or harassment should speak directly to those involved if it is safe to do so or, if more suitable, put their concerns in writing to them. If approaching the person directly does not resolve the situation, or is inappropriate, it may be appropriate to ask a third party to assist. Ideally, the alleged harasser/s should be approached at the earliest opportunity.
- 14.2 When taking individual action, the involved party or a person acting on their behalf should try to:
- Pick a time and a place where they can speak privately and without interruption.

- Clearly identify the behaviour that is causing concern, giving examples and instances of when it has occurred.
- Make it clear that the behaviour is unwelcome and must stop immediately.
- Although asking someone to assist with discussions of this type might be helpful, complainants should avoid involving too many people in the situation. This can be counterproductive and may lead to allegations being made against the complainant.
- It is advisable to keep a record of any discussions or correspondence at this stage, as this may be useful if further action becomes necessary.

15 Third Party Intervention

- 15.1 If approaching the alleged party directly does not resolve the situation, or is inappropriate, seeking third party intervention may be helpful. Asking an appropriate person who is not directly involved in the situation to speak with the alleged party can often help get the right message across. For students, it may be your personal tutor or another senior member of your academic department. It would not normally be appropriate to engage the support from fellow students. For a staff member, the appropriate third party could be your line manager another senior colleague or a member of staff from Human Resources.
- 15.2 The third party will seek to resolve the situation quickly and with minimal disruption. Options may include meeting with the alleged party to discuss the allegation and make clear that any behaviour that could be considered bullying or harassment under this policy must stop immediately. Alternatively, the third-party may facilitate a meeting between the persons involved to discuss the situation and jointly reach agreement on the way forward. Outcomes may include a recommendation of ongoing mediation to help rebuild the relationship, (see section below).

16 Mediation

- 16.1 Where relationships have been damaged, for students the University's Mental Health & Counselling Service have staff who are trained in mediation skills and can support academic departments to help both parties to rebuild their relationship. Staff will have access to mediation services in appropriate circumstances, these services are typically commissioned externally to maintain neutrality, confidentiality, and independence, to support both parties. Mediation is a voluntary and confidential process which enables parties to resolve issues with the assistance of a professional member of staff. The process encourages open communication of feelings and incidents and empowers parties to deal directly with the conflict and determine the resolution.

17 Formal Procedures for Addressing Bullying and Harassment (process for students)

- 17.1 If informal methods do not resolve the matter, or if the bullying or harassment is particularly serious, a formal allegation of bullying and harassment should be submitted for consideration under the Student Disciplinary Regulations.
- 17.2 Formal reports of bullying and harassment should be made in writing to StudentResolutionService@edgehill.ac.uk and include:
- The reporting party's personal details (including student ID number).
 - An outline of the allegation (including dates, times and places).
 - Details of the other party(s).
 - Details of any witnesses; and, if relevant.
 - Details of any informal attempts which have been taken to resolve the situation and the outcome(s).
- 17.3 Formal reports by a student against another student/s are made under the Student Disciplinary Regulations and are managed by relevant university staff members. Students can seek advice and support from the Students' Union Advice Team. Formal reports by a student against a member of staff will be referred to the university's Human Resources department for investigation, under the relevant staff procedure and will involve a formal investigation into the allegations.
- 17.4 The university cannot guarantee that anonymous allegations will be taken forward, as the anonymous nature of the allegation may prevent a fair investigation.

18 Formal Procedure for Addressing Bullying and Harassment (process for staff)

- 18.1 If informal methods do not resolve the matter, or if the bullying or harassment is particularly serious, a formal allegation of bullying and harassment should be submitted for consideration.
- 18.2 Formal allegations of bullying and harassment should be made in writing to the HR (Human Resources) team HRAdvisory@edgehill.ac.uk and include the following:
- The reporting party's personal details (including employee number if known).
 - An outline of the allegation (including dates, times and places).
 - Details of the alleged other party.
 - Details of any witnesses; and, if relevant.
 - Details of any informal attempts which have been taken to resolve the situation and the outcome(s).

- 18.3 Formal reports by a staff member against a student/s are made under the Student Disciplinary Regulations and are managed by relevant staff members.
- 18.4 The university cannot guarantee that anonymous allegations will be taken forward, as the anonymous nature of the allegation may prevent a fair investigation.

19 Formal Procedures for Addressing Bullying and Harassment (Visitor)

- 19.1 In the circumstance that a formal report is raised about a visitor it should be raised to the related party for example.
- if the visitor has been asked on campus by a student, then the report should be made to [Student Resolution Service](#) and managed by the relevant staff members or
 - if the visitor has been asked on campus by a staff member, then the complaint should be made to the [HR Advisory Team](#)
- 19.2 The formal report should be emailed to the relevant team and include the following:
- The reporting party's personal details (including Student ID or employee number).
 - An outline of the allegation (including dates, times and places).
 - Details of the other party.
 - Details of any witnesses; and, if relevant.
 - Details of any informal attempts which have been taken to resolve the situation and the outcome(s).
- 19.3 The university cannot guarantee that anonymous allegations will be taken forward, as the anonymous nature of the allegation may prevent a fair investigation.
- 19.4 The university is committed to providing support for those members of its community directly or indirectly effected by these issues. Support resources are available to any member of the university regardless of their choice to proceed to report the incident or not. Below outlines the range of support available to our staff and students.

20 Support for Students

Student Mental Health and Wellbeing Team

- 20.1 The Mental Health and Wellbeing Team can offer many diverse types of support or advice on any issue that may be affecting a student's state of health and happiness. This can be anything, regardless of how insignificant

the student may think the problem is; if it is having a negative impact on their health or mood the Wellbeing team can work with the student to resolve any issue, problem, or concern they have. The team can also refer students to our inhouse therapy services.

The Accommodation Team / The Student Casework Team

- 20.2 Reports under the Student Disciplinary Regulations are managed between the Accommodation team and the Student Casework team. The Accommodation team are also here to help students settle in and make friends and can put students in touch with the Campus Connectors, our student staff are here to help students get involved in events and activities on campus.

Students' Union Advice Team

- 20.3 The [Students' Union Advice and Representation Centre](#) provides free, confidential and independent advice and guidance to all Edge Hill University students and offer appointments during the week.

21 Support for Staff

HR Advisory Team

- 21.1 The HR Advisory team can provide confidential advice and guidance on the process and signpost to any relevant support available.

Staff Wellbeing Support

- 21.2 Staff can access immediate and confidential counselling for free through our [EAP \(Employee Assistance Programme\) service](#). The EAP can provide in the moment wellbeing support and advice, and up to 10 sessions of counselling per person, per issue, per year. They can also signpost staff to external support. It is completely confidential, and information shared with the EAP (counsellors will not be shared with the university).
- 21.3 Staff may be eligible for a Trauma Risk Assessment (TRiM), if they have experienced a traumatic incident, and are experiencing signs of traumatic stress such as difficulty sleeping, anxiety, and flashbacks. A referral for specialist trauma support can be made, if appropriate following the TRiM assessment. To request an assessment staff should contact HRAdvisory@edgehill.ac.uk
- 21.4 If staff have experienced bullying and harassment within an abusive relationship with a partner, ex-partner, or other family members, a risk assessment can be carried out under the domestic abuse policy to ensure their safety at work. To request a risk assessment confidentially contact HRAdvisory@edgehill.ac.uk

22 Support for Students and Staff

Faith and Community Service

22.1 The Faith and Community service is here to support Edge Hill University all students and staff. They offer;

- pastoral guidance, support and encouragement
- information and advice about faith and an arising issue.
- prayer if you request it.
- signposting to other sources of help
- links to local faith communities

22.2 Chaplains are timetabled on a service rota at various times throughout the week. You can drop in to see them during these times in the Faith and Community Office or make an appointment first if you wish. You can also contact them by phone on 01695 657200 or email faithandcommunity@edgehill.ac.uk

23 Key to Relevant Documents

The Bullying, Harassment and Hate Crime Policy should be read alongside the:

- Student Disciplinary Regulations.
- Staff Disciplinary Policy and Procedures.
- Domestic Abuse Policy.
- Sexual Misconduct Policy.
- [Hate Crime.](#)

24 ANNEXES

Appendix A – Forms of Harassment

1 Introduction

1.1 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:

1.2 ‘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.’

1.3 The following section describes these forms 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.

2 Racial Harassment

2.1 Racial harassment is unwanted conduct related to a person’s race, including their ethnic or national origins, colour or nationality. It is usually, although not exclusively, directed at individuals from minority ethnic groups.

2.2 Specific manifestations of racial harassment may include 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.

3 Sexual Harassment

3.1 Sexual harassment is unwanted conduct by either sex that is sexual in nature. Conduct that would 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).

4 Harassment related to Sex

4.1 Harassment related to sex describes unwanted conduct that is directed at a person because they are male or female. For example, to deliberately exclude someone because they are the only man or woman in a team, group or class would be considered sex 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.

5 Harassment related to Disability

5.1 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.

5.2 Specific examples of disability-related harassment include individuals being ignored, disparaged or ridiculed, 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.

6 Harassment related to Religion or Belief

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

6.2 Harassment may take the form of insults or ridicule of a person's religion or belief. 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. It can also take the form of coercive pressure to convert or conform to a religion or belief system.

6.3 Harassment related to religion or belief is unlawful under the Equality Act 2010. Specific advice regarding cults can be found in Chapter 1 'Welfare, advice and guidance' of the Student Handbook.

7 Harassment related to Sexual Orientation

7.1 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, but can sometimes be directed at heterosexuals too. Harassment related to sexual orientation may go unreported because a person does not wish to disclose their sexuality.

7.2 Harassment related to sexual orientation may be specifically manifested as intrusive questions about a person's private life, homophobic 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.

8 Harassment related to Gender Identity

8.1 Harassment related to gender identity is defined as being unwanted conduct directed at a person who does not identify with the sex to which they were assigned at birth (for example, someone who is transgender or non-binary). This includes individuals who are undergoing, have undergone or plan to undergo a gender reassignment process to change their gender identity.

8.2 Specific examples of such harassment include: 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.

9 Harassment related to Age

9.1 Harassment related to age is unwanted conduct related to a person's age. It can occur because of a person's real or perceived age and applies to the 'young' and 'old' alike. Specific examples of age-related harassment

include 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.

End matter

Title	Bullying, Harassment and Hate Crime Policy
Policy Owner	Student Services & Human Resources
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Version Control

Version	Author	Date	Change
V1	Director of Student Services & Deputy Director of Human Resources	November 2020	Joint Student and Staff policy and procedure created.
V1.01	Wellbeing Manager	July 2024	Review of reporting procedures