



Policy and Procedure on Prevention of Campus Bullying, Ragging and Violence

Date of version: 31st, October, 2021. (31/10/2021)

Date of approval:

This is the new Policy and Procedures of BU.

Table of Content

1. Introduction.....	3
2. Scope of Policy.....	3
3. Definitions.....	3
3.1 Campus Harassment.....	3
3.2 Bullying.....	3
3.3 Ragging.....	4
3.4 Violence.....	4
4. Role of Supervisor.....	4
5. Prevention.....	4
6. Reporting.....	5
6.1 Procedure of Filing a complaint.....	5
6.2 Receiving a complaint.....	5
6.3 Incident reporting.....	6
7. Response.....	6
8. Review of Policy.....	6

1. INTRODUCTION

Bullying, Ragging, and violence on campus is a serious threat to the physical and mental well-being of all students, faculty members, management, and staff of a university. Failure to prevent such incidents from campus hinders the students' safety and education. Brac University strives to create a safe environment for all its students, faculty members, and employees free of harassment, violence, and all sorts of discrimination. The prime concern of Brac University is to ensure manpower in all Institutes and Schools, Departments, Courses, Programmes including regular, permanent, temporary, contractual, trainee (apprentices & interns) and consultants feel safe at the campus and are protected against sexual harassment, bullying and intimidation. To create a campus free of bullying, ragging, and violence, the university is introducing the Prevention of Workplace Bullying, Ragging and Violence Policy.

2. SCOPE OF POLICY

Under this policy, bullying and ragging at all Institutes and Schools, Departments, Courses, Semesters, Programmes, Residential and Non-residential, Dormitory of Brac University will be considered as an offense. It can be a repetitive episode of violent behavior by someone in a senior position of authority. It can also be committed by a group of people against an individual, or someone at the same level. Besides, the policy will also apply to harassments taking place during field trips, social gatherings, convocation, group studying, workshops in the course of studentship or employment, and any harassment by anyone after office hours.

Bullying can take place verbally, physically, or through digital platforms. Any intimidation in the course of studentship or employment through social media also falls under this policy. However, if the complaint includes elements that are sexual, then the policy should be the primary policy and procedure to be followed.

3. DEFINITIONS

3.1 Campus Harassment

Campus harassment is any direct or indirect behavior, which makes someone feel intimidated or offended. It can be a one-time occurrence or repetitive incidents. It includes behavior that is physically/ mentally/ emotionally harmful to the person subjected to it. Harassment is defined as a conduct or behaviour which could subject the receiver to physical and psychological distress.

3.2 Bullying

Any behavior which potentially belittles, dominate, target or single out someone is bullying. This includes any repetitive behaviour which may belittle, dominate, target or single out someone in a derogatory manner. It can take place directly (through verbal or physical assault or indirectly (through gestures and

digital platforms). The use of electronic communication/social media, also referred to as cyber-bullying, is covered under this policy. Some examples include intimidation, threats, humiliation, discrimination, neglect, and exploitation, any other inappropriate or unwelcome behavior. Bullying is a repetitive act that is generally done by a person senior in authority.

3.3 Ragging

Ragging generally is a form of bullying. It could be verbal, psychological, and physical.

3.4 Violence

Any behavior involving the threat of physical assault or an aggressive physical contact is violence. Workplace violence also includes harassment, intimidation, or other disruptive behavior that occurs at the campus. Some examples include:

- Threat of physical violence.
- Physical assault.

4. ROLE OF SUPERVISOR

Any act of giving instructions or carrying out an operational direction, performance management, and disciplinary measures by a supervisor will not constitute harassment for the scope of this policy. To constitute bullying, elements of belittling, singling out, threat or intimidation as described in section 3 should be proven with evidence. Supervisors must follow the institution's rules, regulations, policies, procedures, and Code of Conduct (COC) and also implement this policy in lieu of the existing policies. If the supervisor is proved to have acted unfairly and/in violation of any policies and procedures, appropriate action will be taken against him/her as per the institution's policy. It is worth noting that no disciplinary action (except the immediate ones if the situation demands) can be taken before proper inquiry.

5. PREVENTION

- Provide orientation to newcomers about code of conduct and existing campus, bullying, ragging, harassment, and violence policy.
- Training on complainant/survivor-centric approach for all.
- Refresher training for all after certain intervals.
- Circulate/ display policy procedures at all locations within the campus.
- Circulate leaflet/Poster/Booklet and include the messages to everyone related to the campus.
- Highlighting the zero-tolerance policy as well as punishment procedures.

- Awareness Campaigns, and various preventive measures.

6. REPORTING

Anyone subjected to bullying, ragging, harassment or violence should report the incident to any of the reporting channels as soon as possible. The complaint may be filed by a whistleblower (colleague, student, peer, supervisor, persons of trust, and witness) on behalf of the survivor. The complaint can also be filed anonymously.

Anyone who is subject to sexual harassment, exploitation and abuse should, if possible, inform the alleged that the conduct is unwanted and unwelcome. Brac University recognizes that bullying, ragging, harassment or violence may occur in unequal relationships and that it may not be possible for the complainant to inform the alleged. If felt that he/she or someone else had been the recipient of bullying, ragging, harassment or violence, the complaint should preferably be lodged as soon as such incident (within 30 days) it happened. Reports can be made by survivors, peers, or witnesses following the helplines as referred below.

- **Direct Complaint:** Complaints can be lodged through letters, phone calls, and emails immediately through the following ways:
- **Calls:** Anyone can call to lodge a complaint 24/7 through the helpline number **+8801729071209** or **+8809617445235**
- **Emails:** Complaint can be lodged directly to the Proctor's Office in person or in writing (proctor@bracu.ac.bd).
- Complaints can also be lodged directly to SHBREC administration in writing [shbrec@bracu.ac.bd (proposed)] or in person to [SHBREC Administrator (Senior Officer-SHBREC) (yet to be appointed)].
- The incidents involve students and staff, complaint can also be lodged indirectly to Persons of Trust (PoT)/Student Counsellor/Proctor's Office/HRD.
- **Indirect Complaint:** Those which are initiated on behalf of the survivors. If the survivors feel uncomfortable, he/she can inform the immediate supervisor for further actions.

6.1 Procedure of Filing a Complaint

A complaint can be filed to the helpline, Persons of Trust, Student Life, counselor, proctor's office. All cases shall be forwarded to the SHBREC Officer, within 24 hours after receiving any complaint. The SHBREC officer shall forward to the Persons of Trust who will consult with the respective departments (Student Life if it involves students and HR if it involves staff) who will determine on the face of the record whether there is a case. Depending on the severity the Persons of Trust shall consult and proceed on the next steps.

6.2 Receiving a Complaint

Complaints received either through the mail, over the phone or verbally, should be treated with confidentiality. Even if the complainant remains anonymous, it should be considered with the utmost importance.

6.3 Incident Reporting

Any person of Brac University can directly submit a complaint to the Helpline or Persons of Trust. They can also report the incident to the HR or the survivor's immediate line manager. Besides, it can also be filed by anyone who has witnessed or heard about the incident. Wherever the complaint is made it shall be forwarded to Persons of Trust or may report through any of the channels mentioned above.

7. RESPONSE

If the complaint is made through the helpline, the call center agent attends the call and records the details. S/he maintains strict confidentiality of the process. The complaint is forwarded to Persons of trust for the next steps. Depending on severity Persons of trust shall forward for counseling and/or mediation. If a case is severe, it shall be sent to Proctor's office to register a formal complaint, and prepare a formal fact sheet, and forward it to SHBREC for a formal investigation. Proctor's office will inform the Registrar's office or HR to with-hold graduation certificate/release letters until a decision is made. If forwarded to SHBREC than inquiry and review shall take place. SHBREC shall examine everything and provide a recommended decision which would be confirmed by the disciplinary committee, and Board of Trustees. The Disciplinary committee decision (signed by the VC) would be enforced by the Registrar in the case of students and the HR in the case of staff, employees, and faculty.

8. REVIEW OF POLICY

The policy will be reviewed at least yearly or whenever necessary at the discretion of the institution or if law changes.