



**UOW
PULSE**

UniClubs

UniClubs Bullying Prevention Policy

Date approved:	29/11/2018	Date Policy will take effect:	Immediately	Date of Next Review:	Nov 2020
Approved by:	Head of Marketing and Communications				
Responsible Unit:	UniClubs				
Supporting documents, procedures & forms of this policy:					
References & Legislation:					
Audience:	University of Wollongong Students				
Expiry Date of Policy (if applicable):	In place until reviewed				

Contents

1	Purpose.....	2
2	Definitions	2
3	Application & Scope	2
4	Roles & Responsibilities	2
5	Bullying and the Law	2
6	What Does and Does Not Constitute Bullying?.....	3
7	Responding to Bullying.....	3
8	Version Control Table and Change History	4

1 Purpose

- 1.1 The purpose of this policy is to outline and provide a guide on:
- i. the strategies UniClubs has in place to prevent bullying;
 - ii. what does and does not constitute bullying;
 - iii. the first steps that should be taken, should bullying occur; and
 - iv. roles and responsibilities of UniClubs executives and members in respect to bullying.

2 Definitions

Word/Term	Definition
Bullying	For a definition of what does and does not constitute bullying, refer to page 2 of this policy
UniClubs executive	A person elected in an executive role of a UOW club and/or society.
UniClubs member	A member of a UOW club/ and or society
Campus Community	All staff, students and visitors to Pulse and the University of Wollongong.

3 Application & Scope

- 3.1 This policy applies to all UniClubs executives and members. Many forms of harassment are unlawful; however, this policy is confined to addressing bullying.

4 Roles & Responsibilities

- 4.1 Club Executives are required to:
- i. implement this policy in their club to enable an environment that is free of bullying and harassment;
 - ii. ensure that any incident of bullying that is observed or reported is dealt with promptly;
 - iii. provide leadership in preventing bullying and demonstrating an intolerance for bullying.
- 4.2 All UniClubs executives and members must be aware of the definition of bullying and the steps that can be taken to limit the behaviour occurring as outlined below.
- 4.3 All Club Executives and members are responsible for their own actions and are to refrain from engaging in bullying behaviour and support the prevention of bullying at UOW and any club events.
- 4.4 All Club Executives have a responsibility to address concerns regarding bullying in a proficient manner. Any Club Executive who is found to have made allegations against another person which are not in good faith or which they know to be false may be subject to disciplinary steps (see the *UniClubs Contravention of Policy guidelines* for steps).

5 Bullying and the Law

- 5.1 Bullying behaviour may breach criminal laws, as well as constituting a breach of UniClubs policies.



- 5.2 Bullying can be a form of unlawful harassment if it is directed at someone because of one of the grounds covered by anti-discrimination legislation, e.g. their gender, race, disability, sexual preference, or if it creates a hostile environment on one of these grounds.

6 What Does and Does Not Constitute Bullying?

- 6.1 Bullying is repeated unreasonable behaviour directed towards others that creates a risk of physical and/or psychological harm. It may be one-on-one or 'mobbing' by a group; carried out openly, subtly; privately or in front of others.
- 6.2 Bullying can take place between:
- i. club members, both with and without an executive role;
 - ii. a club member and another person on campus, at a club event or online.
- 6.3 Bullying does not include:
- i. situations where club executives point out relevant differences or difficulties they have with other club executives of the campus community, provided that it is done in an appropriate manner;
 - ii. occasional differences of opinion, conflicts and problems in club working relationships - these are part of working life and every conflict certainly does not constitute bullying;
 - iii. a situation where executives or UniClubs institutes proceedings for misconduct, dismissal or to deal with complaints about a person from others within the framework of UniClubs policies and procedures.
- 6.4 Bullying may include, but is not limited to:
- i. yelling, screaming, abusive or offensive language, insults, inappropriate comments about a person's appearance, personal life or lifestyle, defamation of individuals or their family or associates;
 - ii. behaviour or language that intends to, or has the impact of frightening, intimidating, humiliating, belittling or degrading another person;
 - iii. deliberately marginalising a person e.g. persistently excluding and ignoring colleagues
 - iv. unconstructive criticism or spreading rumours about others;
 - v. impeding a member's capacity to fulfil their club duties;
 - vi. excluding individuals from normal club interaction without justification;
 - vii. unrealistic demands;
 - viii. threatening an executive's or members role in the club;
 - ix. deliberately withholding work related information or resources, or supplying incorrect information to an individual;
 - x. teasing or regularly being made the brunt of pranks/practical jokes, particularly after an objection has been made known;
 - xi. displaying written or pictorial material which degrades or offends an individual;
 - xii. creating unexplained role changes, setting meaningless tasks or tasks well beyond a persons' normal range of club duties;
 - xiii. sending abusive or offensive e-mails or text messages; or
 - xiv. using digital and online social networks (e.g. Facebook) to make inappropriate comments which humiliate, slander, intimidate or degrade a person.
- 6.5 Mobbing is a particular form of bullying carried out by a group rather than by an individual and includes the bullying or social isolation of a person through collective accusations, humiliation, general harassment or emotional abuse.

7 Responding to Bullying

- 7.1 Bullying may still occur despite the prevention strategies implemented by your club. Where possible, a person who believes they are being bullied should:
- i. Approach the Bully:



It is recommended that whenever possible, the alleged bully is spoken to directly, told precisely of the behaviour, which is objected to and asked to stop. This may solve the problem. If the person being bullied is too intimidated to approach the bully in person, other options to deal with the matter are suggested below.

ii. Seek Assistance:

If the above approach is unsuccessful or inappropriate, club members being bullied may consider the following. If they think there will be no unfavourable consequences for themselves, they may:

- a. Inform their club executive team and together attempt to resolve the problem. If this does not work or if the club executive team is part of the problem, then UniClubs team should be approached;
- b. Seek mediation which may be arranged through the UniClubs team.

iii. Formal Complaint Procedures:

Complaints against student members may be lodged with a written complaint to UOW Student Complaints particularly if:

- a. other approaches are unsuccessful, or
- b. the allegations are so serious that other approaches are inappropriate.

iv. Possible outcomes of formal complaint procedures include:

- a. Dismissal of the complaint where it is not upheld;
- b. A finding that bullying occurred; and disciplinary action for the bully.

v. Counselling:

Students experiencing bullying may wish to undertake counselling by contacting the University counselling service on 4221 3445 (Monday-Friday 9:00am-4:30pm Australian EST). This service is confidential and free of charge for UOW students.

You can contact the UOW after hours Crisis Support Line whenever the counselling service is closed by calling 1300 036 149 or texting 0488 826 347.

8 Version Control Table and Change History

Version Control	Date Effective	Approved By	Amendment
1	29/11/2018	Peter Doran, UniLife Manager	Policy Created