

## London School of Economics and Political Science

### Anti-Bullying and Anti-Harassment Policy

#### 1. Policy Statement

1.1 The School is committed to a working and learning environment where people can achieve their full potential free of bullying and harassment. It will take appropriate action to try to eliminate bullying and harassment, as well as put in place procedures to resolve complaints as swiftly and amicably as possible. These procedures will also make provision for disciplinary action to be taken.

1.2 For the purposes of this Policy, references to 'the LSE community' includes all salaried and non-salaried members of staff, students and lay governors of the School. The School will try to ensure other relevant parties comply with the required standards of behaviour in this Policy by way of contract.

#### 2. Action Against Bullying and Harassment

2.1 It should be noted that a member of the LSE community is personally liable for their actions, which in some instances could lead to criminal or civil action in the Courts under the Protection from Harassment Act 1997, Equality Act 2010 or other relevant legislation, such as the Crime and Disorder Act 1998.

2.2 The School and the LSE Students' Union may use their own separate procedures to investigate and take appropriate action to resolve the same allegation of bullying or harassment (i.e. the School considering a student's status at LSE, the Union considering a student's membership of its organisation).

2.3 The School will take appropriate steps to deal with behaviour, intentional or unintentional, that results in a breach of this Policy. The School will conduct confidential and impartial investigations into allegations of bullying and/or harassment. It will at all times comply with the Data Protection Act 1998.

2.4 Disciplinary action may be taken if allegations of bullying or harassment are found to be malicious or vexatious.

#### 3. Scope of Policy

3.1 The School will not tolerate any form of bullying or harassment within its community or against its members, which may go beyond the physical premises and normal business hours of the School, such as conduct at events and trips abroad or on social media.

3.2 This Policy applies to the LSE community and relates to bullying or harassment perpetrated by:

- a student against a student, member of staff or lay governor;
- a member of staff against a student, member of staff or lay governor; and
- a lay governor against a student, member of staff or lay governor.

The above examples also include bullying and harassment by or against any other party who is contracted to abide by this Policy.

3.3 Bullying and harassment is not necessarily confined to the behaviour of senior staff towards more junior staff, or indeed staff towards students; it can take place between persons at the same level or involve staff or students behaving inappropriately towards more senior members of the School.

#### **4. Definition of Bullying and Harassment**

4.1 For the purpose of this Policy:

4.1.1 Bullying is defined as offensive, intimidating, malicious or insulting behaviour, which may include an abuse or misuse of power, through means that threaten, undermine, humiliate, denigrate, take advantage of, or injure the recipient. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

4.1.2 Harassment is defined as unwanted conduct that has the purpose or effect of:

- violating a person's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment.

4.1.3 A person is also guilty of harassment if they treat a person less favourably because that person has rejected or submitted to unwanted conduct of a sexual nature or that is related to gender identity or sex, and which has had the purpose or effect described in this section. In this scenario, the person who is guilty of treating someone less favourably might not be the person who engaged in the unwanted conduct.

4.2 In deciding whether conduct is bullying or harassment, the School will take account of the following factors:

- the alleged victim's (or victims') perception of the conduct;
- the other circumstances of the case;
- whether it is reasonable for the conduct to have had the effect of bullying or harassment.

4.3. Examples of the different types of bullying and harassment are included in Appendix A.

#### **5. Responsibility of the LSE Community**

5.1 All members of the LSE community can help to:

- prevent bullying and harassment by being sensitive to the reactions and needs of others, and ensuring that their conduct does not cause offence;
- discourage bullying and harassment by others by making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop the harassment;
- understand bullying and harassment by attending training sessions and/or seeking advice from the School's Central Administration or Students' Union.

#### 5.2 The School is responsible for:

- taking steps to eliminate bullying and harassment and other unlawful discrimination, as well as to actively promote equality to provide a collegiate, lawful and harmonious working environment;
- taking appropriate action when it is aware that bullying or harassment may be or is taking place;
- raising awareness to help members of the LSE Community identify and deal with bullying and harassment.

### **6. Monitoring of Bullying and Harassment Cases**

6.1 The School will compile anonymous information about the number, nature and outcome of bullying and harassment cases each academic year, with a view to keeping the Ethics Policy Committee updated.

**Review schedule**

Review interval	Next review due by	Next review start
3 years	1 August 2019	17 May 2019

**Version history**

Version	Date	Approved by	Notes
2.1	17 May 2016	Council	'Anti-Bullying and Anti-Harassment Policy' replaces existing 'Harassment Policy'

**Links**

Reference	Link
Guidance on harassment and bullying	<a href="http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/RegulationsAndPolicies/problems/victimHarassment.aspx">http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/RegulationsAndPolicies/problems/victimHarassment.aspx</a>

**Contacts**

Position	Name	Email	Notes
Head of Legal	Kevin Haynes	<a href="mailto:k.j.haynes@lse.ac.uk">k.j.haynes@lse.ac.uk</a>	Author

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#### Appendix A: Examples of Bullying and Harassment

##### 1. Introduction

Bullying and harassment are not always easy to identify and sometimes difficult to distinguish from one another. The purpose of this appendix is to describe some of the ways in which bullying and harassment can take place.

##### 2. Bullying

Bullying may be physical or psychological in nature and conducted in an open environment or a secretive manner. It is behaviour that is often repetitive and intended to dominate another person or group by making them feel degraded, humiliated, intimidated or offended. It can cause a person to lose respect and confidence. The types of behaviour may include:

- unmerited criticism, exclusion, isolation and/or gossip;
- gossiping campaigns or spreading rumours about a person;
- stalking or persistently displaying unwanted conduct to a person face-to-face, online or by another means of communication;
- taunting, teasing, ostracising or ridiculing a person either directly or to a third party;
- shouting at or berating a person in a public environment, such as in an office, during a committee session or in a classroom;
- taking or hiding another person's property;
- undermining a person's ability to carry-out or take credit for their work by unfairly overloading them with menial tasks, taking their work away from them, or stealing or copying their work;
- physically or verbally threatening or intimidating a person; and
- making unwelcome sexual advances.

##### 3. Harassment

Like bullying, harassment can occur in many different forms: orally, in writing, in person or on social media. The School considers any unwelcome behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment to be a breach of its Anti-Harassment Policy. Unwelcome behaviour may relate but is not restricted to a person's age, disability, gender identity, ethnicity, race, religion or belief, sex and/or sexual orientation. The kinds of actions or behaviour that is considered to be harassment include:

- jokes, offensive remarks or intimate questions conveyed orally or in writing directly to a person or about a person to a third party;

- producing, sending or displaying inappropriate and/or offensive images or other material to, or about, a person or group;
- abuse, threats or intimidation towards a person or group;
- damaging, defacing or removing a person's or group's property;
- breaching a person's confidentiality by disclosing their sensitive personal information;
- less favourable treatment by excluding a person from a benefit or opportunity that is open to others;
- unwanted physical conduct such touching, staring at or hitting a person; and
- sexually assaulting or making sexual advances towards another person.

Stalking is also considered a form of bullying and/or harassment, regardless of whether the perpetrator is known or a stranger to the victim. It is usually persistent and unwanted conduct of one or different kinds that meets the School's definition of bullying and/or harassment in its Anti-Bullying and Anti-Harassment Policy. It can be physical or psychological and take place directly against a person, or by approaching a third party about a person. Following a person home, sending or leaving them unwanted and repeated messages on their telephone or email, bullying them on social media or making intrusive or unwanted visits are examples of how stalking may take place.

Harassment may also involve the actions of a third party, if this third party treats a person less favourably because the person has rejected or submitted to unwanted conduct of a sexual nature or behaviour that is related to gender identity or sex. Examples could include a person being moved from a committee, department or study group, because the person being moved has rejected sexual advances of another member of the same group.

#### **4. Information on the Anti-Bullying and Anti-Harassment Policy**

##### **LSE Contacts:**

You are encouraged to approach one of the following members of School staff if you have any concerns about harassment and bullying:

- Your Academic Adviser, Supervisor or Departmental Tutor
- The Senior Adviser to Students (position currently vacant)
- The Adviser to Female Students, Dr Bingchun Meng at: [b.meng@lse.ac.uk](mailto:b.meng@lse.ac.uk)
- The Dean for the General Course, Mark Hoffman at: [gc.dean@lse.ac.uk](mailto:gc.dean@lse.ac.uk)
- Head of Student Services, Hannah Bannister at: [h.r.bannister@lse.ac.uk](mailto:h.r.bannister@lse.ac.uk)
- Head of Residential Life, Rachael Elliott at: [r.elliott@lse.ac.uk](mailto:r.elliott@lse.ac.uk)
- The Ethics Manager, Stephanie Allison at: [ethics@lse.ac.uk](mailto:ethics@lse.ac.uk).
- The Warden of your hall of residence.
- The Student Counselling Service at: [student.counselling@lse.ac.uk](mailto:student.counselling@lse.ac.uk)
- The School's Equity, Diversity and Inclusion Taskforce at: [edi@lse.ac.uk](mailto:edi@lse.ac.uk)
- The Faith Centre at: [faithcentre@lse.ac.uk](mailto:faithcentre@lse.ac.uk)
- Student Services Centre at: [ssc.advice@lse.ac.uk](mailto:ssc.advice@lse.ac.uk)

You can contact the Head of the School's Legal Team, Kevin Haynes at: [k.i.haynes@lse.ac.uk](mailto:k.i.haynes@lse.ac.uk), or Legal Officer, Caroline Hong at: [c.hong2@lse.ac.uk](mailto:c.hong2@lse.ac.uk), for advice on the Anti-Bullying and Anti-Harassment Policy.

**LSESU Contacts:**

The Students' Union has Sabbatical Officers, Part-time Officers and an Advice Team who will listen to you, represent your views on these issues and liaise with the School to tackle inappropriate behaviour.

- Sabbatical and Part-Time Officers, a list of whom can be found at: <http://www.lsesu.com/democracy/student-reps/>.
- LSESU Advice Team, which can be contacted at [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk). You can find more information at <http://www.lsesu.com/advice/>.

Please get in touch with any of the following people if you have any questions or would like clarity on any aspect of the School's Anti-Bullying and Anti-Harassment Policy:

You can find more information on bullying and harassment, including a list of external organisations to contact, at the following address:

<http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/RegulationsAndPolicies/problems/victimHarassment.aspx>