



# POLICIES *and* PROCEDURES

**Board of Trustees Policy Number:**  
STAF 11.04

**Date of Adoption/Revision:**  
January 28, 2017

<b>SUBJECT</b>	<b>Anti-Bullying Policy</b>
<b>AUTHORITY</b>	Associate Vice-President of Student Affairs and Office of the Provost
<b>APPLICABILITY</b>	Students Currently Enrolled at Bennett College and Current Faculty and Staff
<b>PURPOSE</b>	To communicate to all students, that Bennett College will not tolerate bullying behavior.
<b>POLICY</b>	Bennett College will not tolerate bullying behavior. Students, faculty, and staff found in violation of this policy will be disciplined under applicable procedures established under Bennett College's Student Code of Conduct, Faculty and Employee Handbooks.
<b>DEFINITIONS</b>	<p><b>Bullying behavior, defined as: the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment, or destruction of property.</b></p> <p>Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when appropriate disciplinary action is needed.</p> <p>Examples of bullying:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive; constant criticism on matters unrelated to a person's job performance or description or on matters that cannot be documented;</li> <li><input type="checkbox"/> Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property</li> <li><input type="checkbox"/> Gesture Bullying: non-verbal threatening gestures, such as, but not limited to, the following: approaching another person with fists clenched or with one or more other fighting gestures which, could reasonably be interpreted as threatening; brandishing a weapon; making gestures that would reasonably be interpreted as amorous or sexual in nature.</li> <li><input type="checkbox"/> Social Bullying (which may include Cyber-bullying): engaging in verbal bullying via mail, email, text message, phone, voicemail, or social media; deliberately interfering with mail, email, text messages, phone, voicemail or other</li> </ul>

	communication; spreading malicious rumors or gossip about another person.
<b>PROCEDURES</b>	<ol style="list-style-type: none"> <li>1. Students, who believe they may have experienced bullying in any form, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal written complaint, may discuss their concerns confidentially and informally with the Director of Campus Life. Faculty and Staff who believe they may have experienced bullying or <b>suspect a student may be involved in bullying</b>, can submit formal written complaints to the Office of the Provost.</li> <li>2. Students who have filed a formal written complaint will be notified within in seven (7) business days of the status of the complaint by the Director of Campus Life. Faculty and Staff members will be notified by the Office of the Provost.</li> <li>3. Individuals found not in compliance with this policy, may be subject to disciplinary action which may include, but is not limited to expulsion from the institution or termination of employment.</li> </ol>

<p>Replaces policy:</p> <p><i>Date</i></p>
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