

Document ID:	REFERENCE HRM7 2 2 R1- What to Do If You Are Harassed or Bullied.doc
Responsibility:	Managing Director
Issue date:	February 23, 2006

WHAT TO DO IF YOU ARE HARASSED OR BULLIED

Step One: Approach the Alleged Perpetrator

- Speak to the person directly
- Explain that you object to the particular behaviour
- Request that the behaviour stop

If this does not stop their behaviour OR if you feel too intimidated to speak to them directly follow the suggestions below:

- Write to the alleged perpetrator and include a statement of the action, date and time.
 - Include a request that the behaviour stop.
 - Indicate that the matter will be raised with the relevant authority if the behaviour continues.

Step Two: Seek Assistance

If the above approach is unsuccessful or inappropriate, you should do the following:

If you think there will be no unfavourable consequences for you:

- inform your lecturer and together attempt to resolve the problem;
- alternatively, or if this does not work, seek a referral to senior ACN administration (your Academic Director) by approaching Reception for an appointment.

Step Three: Keep A Diary

Harassment and bullying can sometimes be difficult to define and to prove. It is therefore important for a diary to be kept in as much detail as possible of alleged:

- incidents,
- witnesses names; and
- the names and addresses of people willing to support claims.

This diary may be used at a later date, if there is no resolution or problems continue. If a diary is kept, emotional language or unsupportable claims should be avoided. This record is a one-sided view of the interaction with the alleged bully.

Step Four: Formal Complaint Procedures

Complaints may be lodged using *FORM HRM7.2.1.F1: - Student Code of Conduct Incident Report Form* if;

- other informal approaches are unsuccessful, or
- the allegations are so serious that other first approaches are inappropriate.

Possible outcomes of formal complaint procedures include:

- dismissal of the complaint where it is not upheld;
- finding that harassment or bullying occurred; and disciplinary action for the perpetrator be they staff were student.

Responsibilities of Other Students

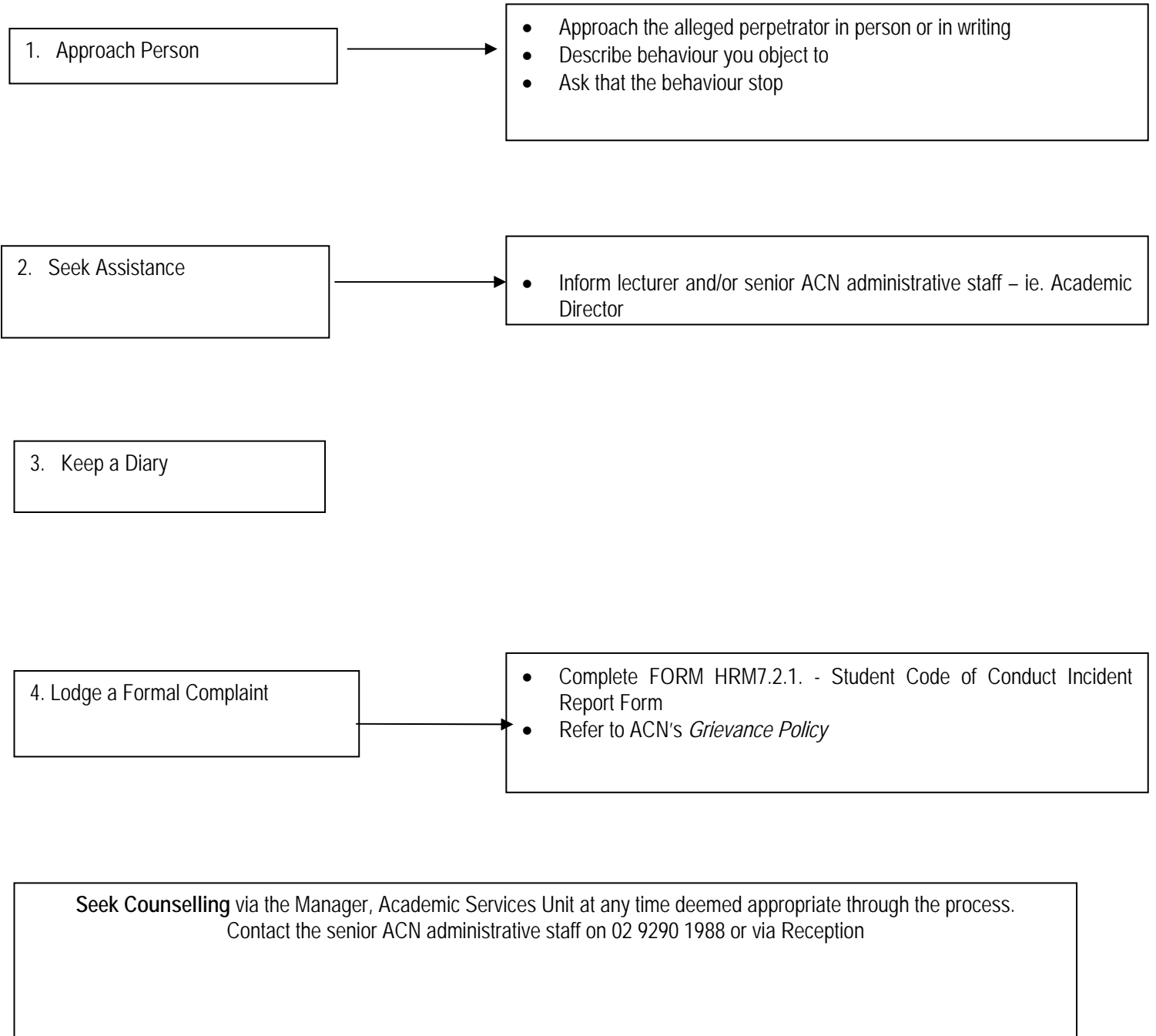
If you become aware that another ACN staff or student member is being harassed, help prevent it by offering your support to the person being harassed. You can do this by:

- Telling them that you are willing to act as a witness if the person being harassed decides to lodge a complaint
- Refusing to join in with any harassing activity
- Backing them up or supporting them to say no

It is not your responsibility to say anything to the person who they say is harassing them.

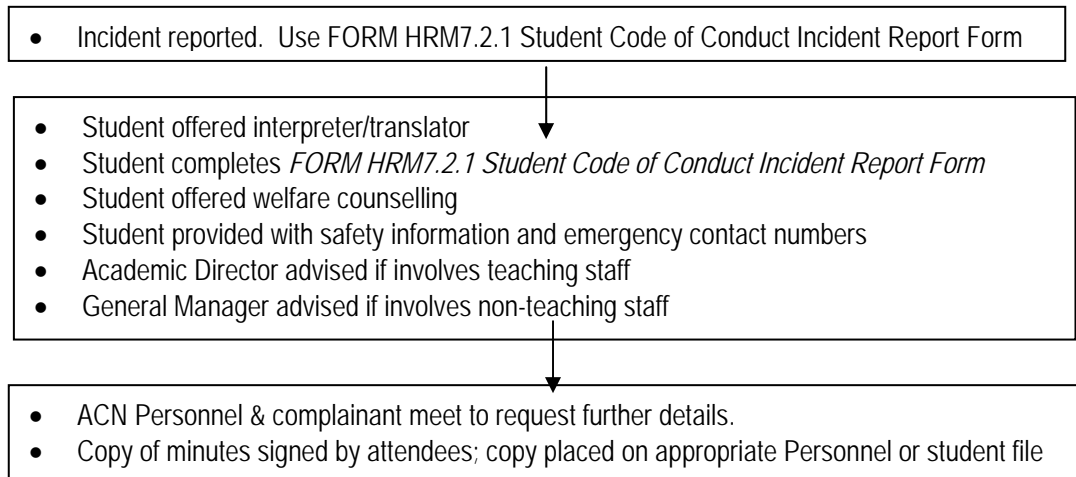
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Flowchart: Responses to Harassment



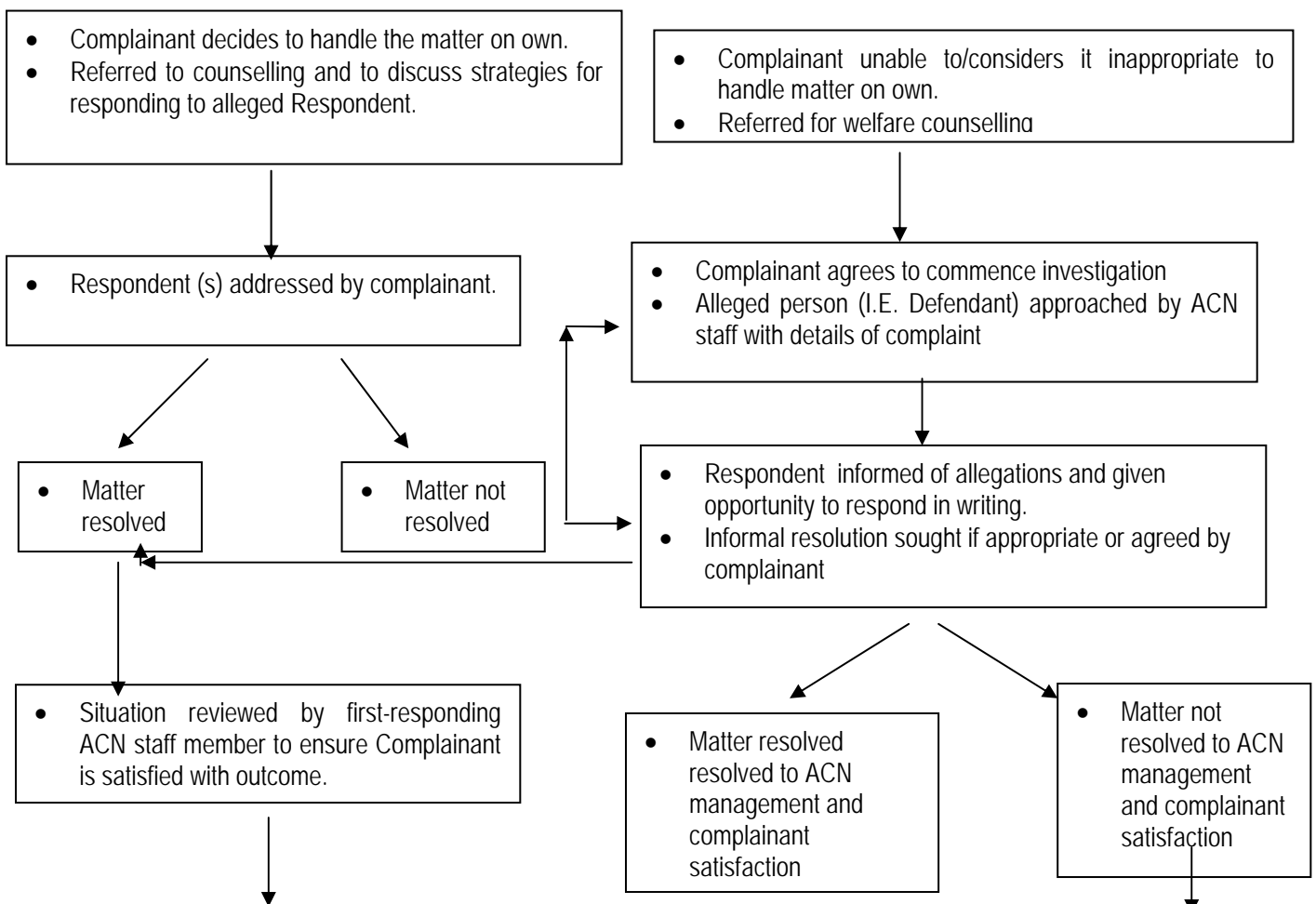
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Formal Complaint Procedure: Guide for Staff and Students



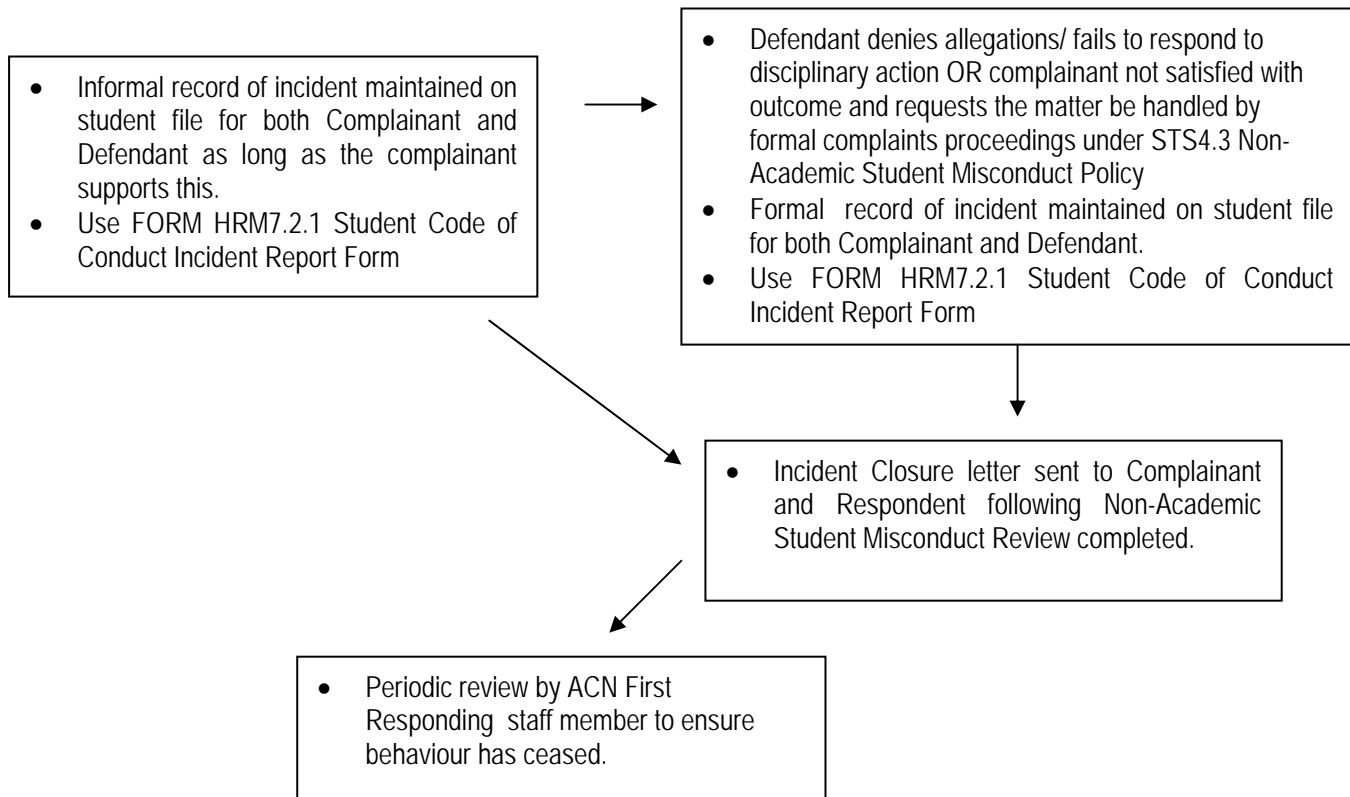
Informal Intervention

Formal Intervention





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For more information, contact:

Manager, Academic Services Unit, Domenic Turner, 0292901988, or ask at Reception for an Appointment.

You do not need to give a reason for your appointment.

All meetings will be held confidentially.