

## Policy against Bullying & Harassment Code of Conduct



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The Perrotis College policy is based on the principle that all candidates have the right to the safety and security of their person and property. Harassment, intimidation, assault, or discrimination—in any form—toward a member of the College and/or the broader AFS community is not acceptable. This policy also applies to the use of email or other electronic means and mechanisms for the purpose of harassing or offending others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive messages.

An act will be regarded as misconduct and therefore the subject of disciplinary action if it constitutes or is likely to constitute improper interference with the normal and legitimate functioning and activities of Perrotis College, if it affects the freedom of others, if it endangers the safety or property of others, or if it damages or is likely to damage the reputation of Perrotis College.

Perrotis College code includes the following types of misconduct:

- violent, indecent, disorderly, threatening, or offensive behavior or language (including possession of weapons, chemicals, and acts of terrorism);
- action likely to cause or impair the health, safety, and well-being of any student, member of staff, or other employee of Perrotis College
- verbal abuse, bullying, or any form of harassment, intimidation, victimization, or discrimination of any student, member of staff, or other employee of Perrotis College; and
- misuse or unauthorized use of Perrotis College premises or items of property, including misuse of computers or other electronic devices to transmit, receive, view, or display offensive, defamatory, discriminatory, obscene, or otherwise illegal material, or to introduce any virus, worm or other harmful or nuisance program or file into any IT facility.

## **Prevention**

Perrotis College makes every effort to prevent incidents of bullying and harassment from taking place. In order to prevent bullying/harassment, the College disseminates this policy to students, faculty, and staff; organizes educational activities addressed to students, and provides training sessions for faculty and staff responsible for educating and counseling students and for reporting or responding to reports of harassment.

## **Reporting Process**

A student, who feels that he or she is the victim of bullying, harassment, or any other form of abuse, either from a fellow student, a Perrotis College faculty or staff member, or any other member of the AFS community, is encouraged to report the incident using the following procedures:

1. Discuss the issue with his or her faculty adviser and/or student life staff member. Depending on the seriousness of the incident, the faculty adviser may discuss the student's concerns with the student, instructor, or staff member involved in order to find a resolution, or, for more serious incidents or incidents where the identity of the student must be kept confidential, the faculty adviser may report the

incident to the Dean of Student Services, and, if faculty or staff are involved, to the Human Resources Office.

2. If no resolution is found in discussing the incident with the student's faculty adviser, or if the issue is serious enough to require the involvement of the College administration, then the student may meet with the Dean of Student Services to discuss the issue further.

3. If a resolution is still not found, the student or the Dean of Student Services may bring the issue to the attention of the Academic Dean, who will discuss the incident with all parties involved and then decide what action, if any, should be taken.

4. In order to avoid potential retaliation, the student reporting the incident has the right to confidentiality throughout the grievance procedure process and after.

5. The student reporting the incident also has the right to formally appeal any decision by the Dean of Student Services or Academic Dean, as does any individual (student, faculty, or staff) accused of violating Perrotis College codes of conduct.

6. In the event that the student's faculty adviser is the person accused of violating codes of conduct, the student may report the incident directly to the Dean of Student Services. If the Dean of Student Services or the Academic Dean is the accused person, the student should direct his or her report regarding the incident to the Human Resources office.

Perrotis College faculty or staff members who feel they are the victim of bullying, harassment, or any other form of abuse from a student are encouraged to report the incident directly to the Academic Dean, who will follow the procedures outlined above, starting with Step 3. If a faculty or staff member's report involves another faculty or staff member, the regular College grievance procedures will be followed.

The Dean of Student Services should keep the Institutions' HR office and the President informed in all serious cases investigated and, when deemed necessary, should recommend that the central administration seek legal advice.

### **Disciplinary Action in the Case of Harassment or Bullying**

Students who are found to have seriously violated Perrotis College rules and/or acceptable standards of behavior will be brought to the attention of the Dean of Student Services and/or Academic Dean for disciplinary action, which may include placing the individual on disciplinary probation for one or more semesters, or, in the case of more serious or repeated offenses, dismissal from the College. Those placed on disciplinary probation are also referred to the College's Program Committee, which may reduce or cancel the offender's financial aid.

*Faculty or staff members found to have seriously violated acceptable standards of behavior are subject to the rules and regulations that apply to all Perrotis College employees.*