University Policy 400.03 BULLYING

Responsible Administrators: Vice President of Student Development and Services;

Vice President of Administration

Responsible Offices: Office of Student Development and Services; Office of Human

Resources

Originally Issued: October 2011

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to create a studying, working, and living environment that is free of bullying and which protects the dignity of all students and employees. Bullying is offensive and prejudicial to a productive studying and working environment. It results in a lack of respect, undermines position and may have a negative impact upon an individual's health, course work, examinations, job performance, and sense of personal security.

Statement of Purpose

The University environment is not typically known for bullying incidents. However, research has shown that bullying is a problem in higher education. If bullying is present at Claflin University, management intends to proactively resolve bullying issues to include providing sound support systems for victims of bullying.

Applicability

This policy is applicable to all students and employees of Claflin University.

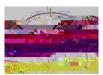
DEFINITIONS/EXPLANATIONS

- 1. Bullying Repeated oppression, usually psychological, of a less powerful person by a more powerful person, or group of persons.
- 2. Types of Bullying Bullying can take many forms. Examples of bullying include, but are not limited to:
 - Verbal: name-calling, teasing;
 - Social: spreading rumors, leaving people out on purpose, breaking up friendships;
 - Physical: hitting, p126e o) 0.1 (ut) -0.h p126.2 (al) 0.1(g) -0.2 (p) -0.1 (eo;m) 0.2 (a(o)q 0.24 (

- Office of Student Development and Services and the Office of Human Resources investigate bullying similar to other investigations undertaken by the respective office.
- 2. If an individual does not want to use the two methods noted immediately above for an incident perceived as bullying, the individual may make a report through EthicsPoint (Claflin University's Compliance and Hotline). EthicsPoint allows anonymous reporting to a third party entity that is contracted by Claflin University. An EthicsPoint report may be filed through the internet at claflin.ethicspoint.com (the address bar), or by calling 1-877-319-8243 within the United States, Guam, Puerto Rico or Canada (seven [7] days a week, 24 hours a day).

OTHER RELEVANT MATTERS

- <u>Bullying Violation</u> Any person found to have violated this policy may be subject to appropriate disciplinary action. For students, disciplinary action may range up to suspension or expulsion from the University. For employees, disciplinary action may range up to the termination of employment.
- False Reporting Bullying is a serious matter. Any person who knowingly files a false complaint regarding bullying may be subject to appropriate disciplinary action. For students, disciplinary action may range up to suspension or expulsion from the University. For employees, disciplinary action may range up to the termination of employment.
- Retaliation against a person filing a bullying complaint or who participates in a
 bullying investigation or proceeding is prohibited. A student found to have
 retaliated in violation of this policy shall be subject to measures up to, and
 including suspension and expulsion. An employee found to have retaliated in
 violation of this policy shall be subject to measures up to and including
 termination of employment.
- The Office of Student Development and Services in conjunction with the Office of Human Resources is responsible for developing training regarding bullying.
 Training will include: how to recognize bullying; what to do in case of bullying; and provide proven strategies for preventing bullying.



APPENDIX A: BULLYING POLICY CLAFLIN UNIVERSITY- BULLYING COMPLAINT FORM

Name of com	plainant:	
Student	_ Employee	
Date of comp	plaint:	
Name of alle	ged bully:	
Date and place	ce of incident or incidents:	_
Description o	of incident(s):	
Name of witr	nesses (if any):	
		-
Evidence of b	oullying, i.e., letters, photos, etc. (attach evidence if possible):	
Any other rel	evant information:	
I agree that a	II of the information on this form is accurate and true to the best o	 of my knowledge.
Signature:		
Date:		