

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
ANTI-BULLYING & HARASSMENT POLICY, 2023

PURPOSE

The purpose of this policy is to outline and provide general guidelines to prevent bullying and harassment at the International Islamic University, Islamabad. The Policy also defines the roles and responsibilities of the University staff and students with respect to bullying and harassment.

1. DEFINITION

- A. Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
- B. Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions (APA Dictionary of Psychology, 2023)
- C. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

1. "**Physical Bullying**" includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.

2. "**Verbal/written Bullying**" includes ridiculing, insulting, instigating, spreading rumors or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

3. "**Nonverbal Bullying**" includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.

4. "**Racist bullying**" occurs when bullying is motivated by racial, ethnic or cultural prejudice

5. "**Cyber bullying**" is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

6. "**Collective Bullying**" is bullying perpetuated by more than one person, or by a group of people, against someone. This includes such behaviors as leaving someone out of group activities on purpose, embarrassing someone in public, and telling others not to be friends with someone.

7. "**Relational Bullying**" includes actions undertaken with the intent to harm someone's social standing or reputation. Because of its prevalence among teens, relational bullying is often referred to as the "mean girl phenomenon".

II. BULLYING PROHIBITED

- A. Bullying is strictly prohibited in the University, function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on University property.
- B. This policy shall apply to all administration, faculty, staff, students, and persons who enter the campus officially or unofficially.
- C. Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities.
- D. Discrimination is treating an individual differently or less favorably because of his or her having made or supported a complaint alleging bullying.

III. What Not Included:

Bullying shall not include circumstances wherein:

- A. A supervisor or any person with supervisory authority reports and/or documents an employee's unsatisfactory job performance and the potential consequences for such performance.
- B. A faculty member or an academic program personnel advises a student of unsatisfactory academic work and the potential for course failure or dismissal from the program.
- C. A faculty member or an academic program personnel advises a student of inappropriate behavior that may result in disciplinary proceedings.
- D. Administrative officer or official asks or inquires a subordinate about his /her unsatisfactory job performance with reference to not meeting their required job description and/or academic requirements.
- E. Administrative officer or official denies/refuses/ rejected the student's case basis on the rule position of IUU.

IV. PROCEDURES FOR REPORTING BULLYING and RESOLVING COMPLAINTS

A. Informal Complaint

The University shall designate Senior Professor in each faculty as Ombudsman. (The designated Officers are mentioned as under) to resolve informal complaints. Faculty or Staff or Students experiencing bullying by any member of the University community may go to the departmental Ombudsman in an effort to halt the bullying immediately. Informal complaints include minor level of conflicts which can be resolved at departmental or faculty level. Informal complaint could be verbal or written. Ombudsman provides advice that is impartial- based on situation.

Complainant	Accused	Designated Office
student	student	Student Advisor
student	faculty	Dean of the Faculty
student	staff/administration	Director HRM
faculty	student	Dean of the Students
faculty	faculty	Dean of the Faculty
faculty	staff/administration	Director HRM

staff/administration	student	Dean of the Students
staff/administration	Faculty	Dean of the Faculty
staff/administration	staff/administration	Director HRM

If upon initial review the designated officer finds that there may be a case of bullying under this policy then within 15 calendar days of the filing of the formal complaint with the designated office the case is to be referred to the Main Anti Bullying Committee. If the designated officer finds insufficient evidence or reason to support the complaint then the case ends there with the designated office but is subject to appeal by the complainant, to the members of the Committee. Designated officer may also close the case imposing Minor penalty. (mentioned Below)

B. Formal Complaint

If the informal complaint does not resolve the situation, then a formal complaint is to be filed with the designated committee of the University constituted by the worthy President IIU to resolve the complaint on the immediate basis. Anti-Bullying Committee would be constituted for the period of one year.

In any case in which any members of the Anti-Bullying Committee may have a direct involvement in the case they must recues themselves and alternates will be appointed by the relevant authority.

Anti-Bullying Committee have the following responsibilities:

1. Review the complaint and all the evidences within 30 working days of receiving the referral of the case to make a determination and full investigation.
2. It shall seek all relevant documents and conduct interviews. Relevant committee can call any officer/Faculty member for interview related to the case.
3. Creates and maintains detailed written indications of all documentation including exhibits, analyses etc.
4. Tallies the final vote of each committee member.
5. States conclusion and recommends remedy.
6. If the committee finds that there has been a violation of the anti-bullying policy and that it warrants disciplinary action then the Committee can close the case by imposing penalties or refer the case for action to the appropriate agency for final disposition according to the what the relevant authority isunder which the accused must be submitted including: Student Disciplinary Process. Final disposition to be determined by the processes set out in therelevant policies and contracts.
7. The committee can also note a violation of policy subject to review of documentation of the complaint as well as through external guidelines cited in policy appendix, regarding bullying.

V. DISCIPLINARY ACTION

The Anti-Bullying committee may refer the finding of the case and penalized the student as per rules mentioned or refer the case to Disciplinary Committee or HRM (in case of Faculty or Staff) for further disciplinary action under IIU rules. The designated officers can impose the following penalties.

1. Minor Penalty
 - a. Fine of Rs. 5000/-
 - b. Expulsion from degree program for 6 months to 1 year
2. Major Penalties
 - a. Fine of up-to Rs.10,000/- depending upon the nature of offence
 - b. Permanent expulsion from university
 - c. Permanent Expulsion from Hostel Facility

The recommendation of the committee may be considered as final and further concerned section may only impose the penalty by completing all formal procedures.

VI. DUE PROCESS

An accused may review but not possess copies of any and all evidence and documents in possession of the Anti-Bullying Committee and respond to them prior to the Anti-Bullying Committee reaching a final determination but 10 days prior to the 30-day time limit on the Anti-Bullying Committee Process.

A complainant may appeal any case deemed insufficient by the Designated Office to the Anti- Bullying Committee.

A complainant may refer any case in which the Anti-Bullying Committee has found no violation of this policy to the University Office of Legal Affairs.

An accused will have an appeal of any case in which the Anti-Bullying Committee has found a violation of this policy under the terms set out in the university policy for student discipline or the relevant collective bargaining agreement.

VII. EDUCATION/PREVENTION

- A. This policy shall be disseminated through inclusion in the Faculty Handbook and in other employee materials, the Student Handbook, and on the University's website.
- B. The Office of Student Affairs will facilitate anti-bullying workshops and seminars throughout the first academic year and as part of studentorientation thereafter to provide continuing education for students.
- C. The appropriate administration will facilitate anti-bullying training for IIU employees and provide for certification on the completion of training.

VIII. RETALIATION

This Policy also prohibits retaliation for reporting or opposing bullying, or encouraging the cooperation of an investigation of a complaint about bullying. Complaints alleging retaliation are to be filed and processed under this policy in the same manner as are the complaints of bullying.

IX. PROHIBITED RETALIATION: CONDUCT DEFINED

Retaliation is the adverse treatment of an individual because he/she made a supported complaint alleging bullying, opposing bullying, or cooperating with an investigation of a complaint alleging bullying.

X. FALSE ALLEGATIONS

Persons making false allegations of violations of this policy may be treated by the Anti-Bullying Committee as falling under the terms of this policy or other policies of the University related to such behavior as but not limited to: harassment and discrimination. In such cases the Anti-Bullying Committee will refer the case to the appropriate committee or person (s) under the relevant policy.

XI. RATIONALE

- A. An anti-bullying policy is needed because it reinforces the University code of ethics and code of conduct. In addition, the enforcement of such a statement reduces employee turnover, improves productivity for students, faculty and employees - increases campus unity, increases student retention, decreases the incidence of bullying on the college campus.
- B. University has the responsibility to recognize/respond/report/investigate the appropriate bullying incidents and hold the perpetrators accountable if bullying is indeed identified. Action needs to be taken as well, in the case of false allegation.
- C. While some of this may overlap with the University's Campus and Workplace Violence Prevention Policy - bullying is not explicitly mentioned in this policy.

BULLYING INCIDENT REPORT FORM

Date of Incident: _____ **Time of Incident:** _____ **Repeat infraction? YES NO**

Location of Incident (circle all that apply):

Hallway Restroom Classroom Gym Lunch Room Playground Locker Room Bus Stop On Bus Parking Lot
To/From School After School Program School Sponsored Event Text/Phone/Internet/Social Media Other: _____

Name of Victim(s): _____ **Name of Student(s) bullying:** _____ **Name(s) of witnesses/bystanders:** _____

Type of Bullying:

- Verbal
- Physical: Result in injury? YES NO Reported to School Nurse? YES NO Reported to Police? YES NO
- Relational

Bullying Behaviors (circle all that apply):

Shoved/Pushed Hit, Kicked, Punched Threatened Stole/Damaged Possessions
Excluded Taunting/ridiculing Writing/Graffiti Told Lies or False Rumors
Staring/Leering Intimidation/Extortion Demeaning Comments Inappropriate touching
Cyber-bullying using: Text messages Website Email Other: _____
Racial, Sexual, Religious or Disability Circle one and describe: _____

Reported to School by (circle all that apply):

Teacher Student Bystander Victim/Target Parent Bus Driver Anonymous Other: _____

Describe the incident:

Physical Evidence? Notes Email Graffiti Video/audio Website Other: _____

Actions Taken (see Protocol for Guidelines):

Consequences: _____
Remediation: _____
Referral for additional support services: _____
Parent Contact: Date _____ Time _____ Person making contact: _____
Result: _____

Today's Date: _____ **Reported by:** _____ **Signature:** _____

Bullying Incident Follow-Up

Follow-up Conference

Date:

Time:

Conducted by: _____

People Present:

Administrator _____ Social Worker _____ Counselor _____ Teacher _____

Student _____ Parent _____ Parent _____ Witnesses _____

School Psychologist _____ Other _____

According to student, situation is: Better Worse No difference

Comments:

Parent Contact: Date: _____ **Time:** _____ **Person making contact:** _____

Additional Actions/Notes:

Follow-up Conference

Date:

Time:

Conducted by: _____

People present:

Administration _____ Social Worker _____ Counselor _____ Teacher _____

Student _____ Parent _____ Parent _____ Witnesses _____

School Psychologist _____ Other _____

According to student, situation is: Better Worse No difference

Comments:

Parent Contact: Date: _____ **Time:** _____ **Person making contact:** _____

Additional Actions/ Notes:

