



**ULAB**  
UNIVERSITY OF LIBERAL ARTS  
BANGLADESH

# Bullying Policy and Procedures

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## Introduction

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ULAB will not tolerate bullying by or of any ULAB employee or student. The purpose of this document is to promote the development of a working and learning environment where bullying is unacceptable; individuals have a reassurance that their complaints will be handled as confidentially as practicable. ULAB will be deal with such complaints fairly and systematically.

## Commitment

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ULAB welcomes diversity and believes that every student has a right to work and study in an environment which encourages harmonious relationships.

Allegations of bullying will be treated very seriously by ULAB and could result in disciplinary action. ULAB will ensure that any student raising a concern under this policy will not be victimized as a result.

## What is bullying?

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Bullying can include but is not limited to the following list of behavior:

- Repeatedly ignoring a colleague or subjecting them to unwelcome attention, intimidation, humiliation, ridicule or offence.
- Physical threats or violence
- Exercise of power over another person through negative acts or behavior that undermine him/her personally and/or academically.
- Threatening, insulting, abusing, disparaging or intimidating behavior which places inappropriate pressure on the victim or has the effect of isolating or excluding them.
- Shouting, sarcasm, derogatory remarks concerning academic performance or constant criticism.

### Cyber Bullying

Cyber Bullying is "the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature." It falls under this policy if the bullying is between students, and occurs on the ULAB premises OR adversely affect the safety and well-being of student while in university.



Bullying is to be distinguished from vigorous academic debate or the actions of a teacher or supervisor making reasonable (but perhaps unpopular) requests of his/her students.

Bullying may not always be intentional but is not acceptable, whether intentional or not.

## Making a complaint

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Any ULAB employee or student who considers themselves to have been the subject of bullying has the right to be listened to and to be given informed advice on how the matter may be resolved.

Any ULAB employee or student who feels that they are the subject of bullying should try to make a note of incidents, dates, times and any witnesses, for future reference.

Should bullying occur in a group situation, all members of the group are responsible for the bullying.

There are several options for a ULAB employee or student to follow in addressing a complaint:

- Informing the harasser that the advances are unwelcome and asking him/her to stop.
- Documenting the experience.
- Informing others, e.g., staff member, supervisor, advisor or proctor or student affairs office.

**A written complaint must be filed within 7 days of the event. The location of the filing:**

- Students -> the Proctor's Office
- Administrative employees -> Head of Administration / Registrar
- Faculty members -> Pro Vice Chancellor

Confidentiality will be maintained in line with the ULAB Confidentiality Policy.

## Investigating a formal complaint

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If the incident is minor in nature the matter will be dealt with by the proctors. In all other cases ULAB proctors will investigate the complaint and then refer the complaint to the disciplinary committee.

The proctors will:

- Refer both the offender and complainant to the student affairs office.
- Discuss/analyze the written complaint;
- Call upon the complainant for meeting for clarification/ further evidence;
- Call the offenders to record his/her version of the incident/allegation;
- take decisions whether or not the matter needs to go to the disciplinary committee,

The disciplinary committee will:

- Review the evidence
- Take decision on the basis of the views of majority;
- In case of any false complaint, recommend disciplinary action/measures against the complainant.

ULAB employees and students have the right to request representation in any meeting or disciplinary hearing. The Student Affairs Office is responsible for ensuring this support is available for students. The representation is optional throughout the investigation, but compulsory in disciplinary hearings.

## Malicious and false accusations

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A grievant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to:

- Written warning
- Suspension
- Expulsion

## Resolving a complaint

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The investigation committee will complete the investigation within three weeks of receiving the complaint, and will communicate the outcome to the complainant and the accused. If the allegations are substantiated, disciplinary measures will be taken.

Further support and advice will be made available to the complainant and harasser once the investigation is complete. Information can be found at: <http://www.ulab.edu.bd/Student-Affairs/home/>

## Disciplinary measures

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The full ranges of disciplinary processes at ULAB are possible outcomes of the investigation. Depending on the seriousness of the incident the disciplinary measures may include:

- Written warning
- Suspension
- Expulsion

The complaint and the results of the investigation will be recorded in the personal files of the complainant and the alleged harasser.

