



The British University in Egypt

Bullying and Harassment Summary

Key Policy Information:

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Student Bullying and Harassment: Summary for Staff and Students

This summary should be read in conjunction with the full Student Bullying and Harassment Policy:

What is Harassment? - Harassment can occur where a person reasonably considers unwanted behaviour to be offensive, even if that effect was unintended.

What are examples of Harassment? - Insults, name-calling and offensive language, inappropriate jokes, ridiculing and undermining behaviour, inappropriate or unnecessary physical contact, any form of sexual harassment, intimidating, coercive or threatening actions and behaviour, physical assault or threats of physical assault as well as producing or sharing offensive images and literature

What is Bullying? – Bullying is unwanted, offensive, intimidating, malicious or insulting behaviour, as well as abuse or misuse of power through means intended to undermine, humiliate, or injure an individual.

What are examples of Bullying? - Ridiculing or shouting at a person, unwarranted or invalid criticism, 'singling out' a person without good reason or deliberately excluding, isolating or ignoring an individual, Trolling, stalking or 'cyberbullying' through online and social channels.

What should I do if I think I am being bullied or harassed? –The majority of instances can normally be resolved at an informal level. If you feel confident to do so you should talk directly and informally to the person whom you believe is harassing or bullying you and explain clearly what aspect of their behaviour is unacceptable, or is causing offence, and request that it stop.

What else can I do? – If you'd like support to make such an approach, in the first instance you can contact your Module leader, TAs, Programme Leader, The Student Services Staff or the Director of Student Services.

What if my issue still isn't resolved or it continues? – If informal approaches don't resolve the issue, or in instances of serious harassment or bullying, the next course of action available to the student is to raise a formal complaint through the Student Complaints Procedure. You should contact the Director of Student Services or The Student Services (contact details below) for further information.

Will my claims be taken seriously? - BUE is committed to ensuring that none of our students are subject to harassment or bullying of any nature. Where complaints of harassment or bullying are made in good faith, the University will take them seriously and do everything reasonable to resolve the issue.

What evidence do I need? – You may find it helpful to keep a diary of any instances, try to note the date,

time and place of the incident, exactly what was said or done, any witnesses, the context in which it was said or done, how it made them feel and what action was taken (if any).

Will my issues be treated confidentially? - BUE will treat instances sensitively and maintain confidentiality as far as possible. Investigation of allegations will normally require limited disclosure on a “need to know” basis. Details of any instances about another student or member of staff will be shared with them, so that they can respond to any allegations made against them.

For further information, support and advice on Bullying and Harassment please visit the Student Services or email StudentServices@bue.edu.eg