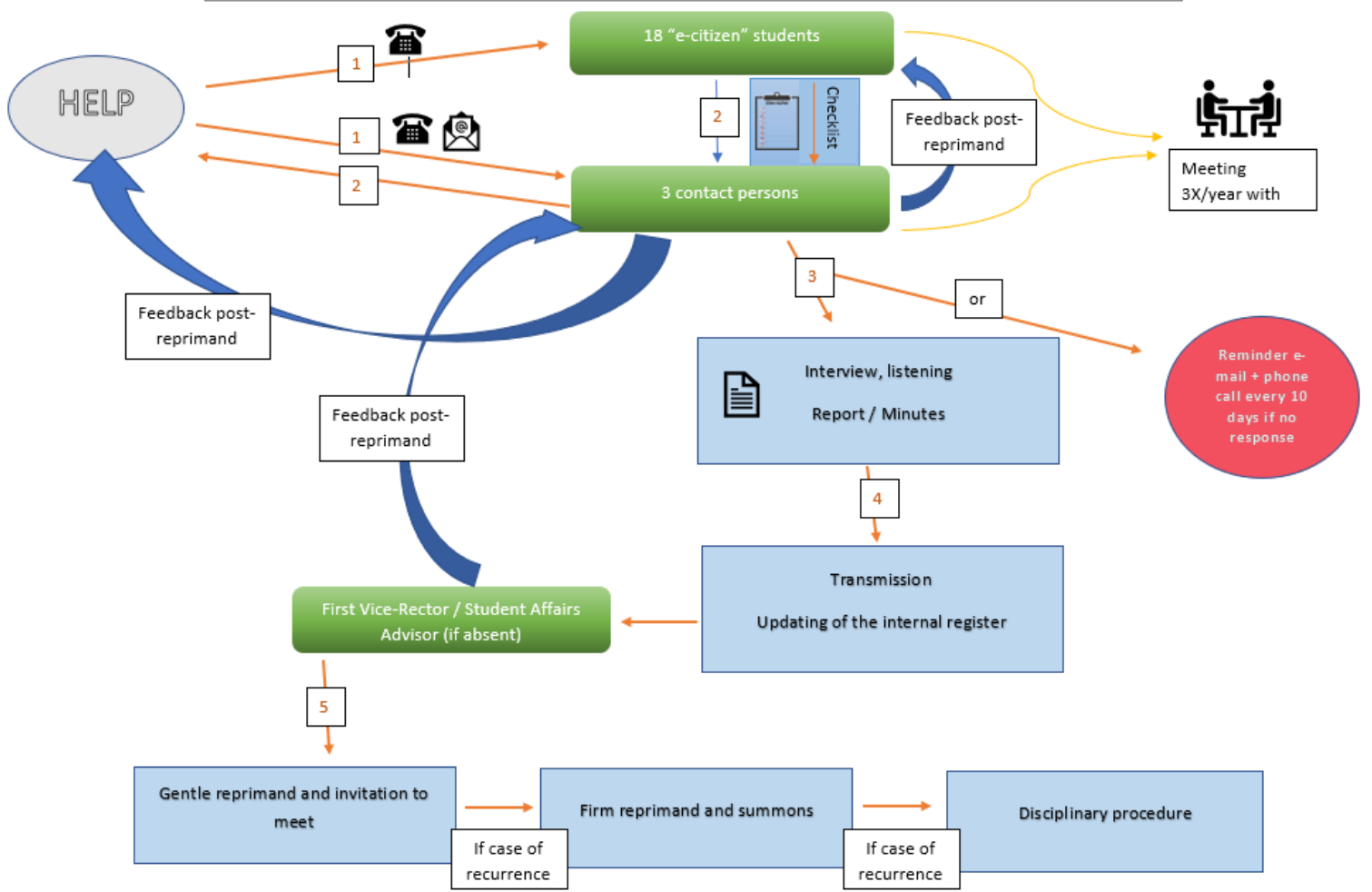


# 100% RESPECT

## Anti-Bullying Procedures

### OUTLINE

#### OUTLINE OF THE PROCEDURE



For information on the procedure, please contact:

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## STUDENT-STAFF INTERVENTION GRID ( WHO ACTS ON WHOSE BEHALF?)

	Victim (person suffering) = <b>Staff Member</b>	Victim (person suffering) = <b>Student</b>
<p><b>Bully (the person committing the act of bullying...) = Staff Member</b></p>	<p><i>The 100% Respect procedure does not apply. The UMONS Working Regulations apply (Chapter XV: Psychosocial problems, including violence and psychological and sexual harassment at work).</i></p> <p>In this case, there is a procedure available to protect the aggrieved staff member which is also available on the DSEM intranet:  <a href="https://aluminiumonsac.sharepoint.com/sites/intranet/administration/DSEM/Pages/SIPPT-Charge-psychosociale.aspx">https://aluminiumonsac.sharepoint.com/sites/intranet/administration/DSEM/Pages/SIPPT-Charge-psychosociale.aspx</a> and also included in the UMONS brochure attached.</p> <p>In short, the member of staff can call on a trusted person of their choice and/or call on a psychologist specialising in psycho-social risks from our external service (Spmt-Arista, which is now called COHEZIO) -&gt; Either a conciliation process is reached and a solution is found, or an informal or formal complaint is made, at which point the authorities must intervene (the Rector and/or the Administrator, depending on the category of staff to which the bully and the victim belong). After analysing the situation, the authorities propose appropriate measures and decide, if necessary, to initiate a disciplinary procedure.</p> <p>Concrete example: A teacher (teaching staff category) harasses a technician (PATO). The technician complains to the Spmt-Arista and files an informal complaint -&gt; The Administrator, who is the technician's manager, proposes solutions to solve the problem, and the Rector, who is the teacher's manager, notifies them and decides on possible measures....</p> <p>Distinction between two categories of staff:</p> <ul style="list-style-type: none"> <li>- Academic staff in the broad sense (teachers and scientists) = ACA</li> <li>- PATO staff</li> </ul> <p>4 possible cases: ACA /ACA ; PATO/PATO ; ACA/PATO ; PATO/ACA</p>	<p>In this case, the student will initiate the <b>100% Respect</b> procedure which will explain how to proceed. In the flyers (attached), it clearly states <i>“the behaviour of one or more people is causing you....”</i> (or in French: <i>“des comportements d'une ou plusieurs personnes provoquent chez toi”</i>) but does not specify which category of person, since what matters to us is that the student in distress comes forward so that we can help them...</p> <p>The student may also speak directly to the U-Psy team via Aurélie VILERS, who will then redirect the student to the contact persons of the 100% Respect procedure. Aurélie will, however, as her role indicates, provide “psychological” support to the student if necessary...</p> <p>It is therefore up to the contact persons (from the social service) to see the student and to compile the file in the usual way.</p> <p>Then, the difference between this and the 100% Respect procedure is the kind reprimand, as here it's about reprimanding a staff member.</p> <p>The authorities are then immediately informed of the situation and a solution is sought to resolve it. When a student is concerned, the file is forwarded to the First Vice-Rector in charge of student affairs (or, in their absence, to the Student Affairs Advisor) who forwards it to the Rector (for teaching and scientific staff) or to the Administrator (for PATO staff) for follow-up. After analysing the situation, the authorities propose appropriate measures and decide, if necessary, to initiate a disciplinary procedure.</p>
<p><b>Bully (the person committing the act of bullying...) = Student</b></p>	<p>The <b>100% Respect procedure</b> applies (because we are looking at the situation from the point of view of the bully whom we want to reprimand), but there is a difference in the way we deal with it:</p> <ul style="list-style-type: none"> <li>- <b>Reprimanding</b> the offending student by the First Vice-Rector, in charge of student affairs;</li> <li>- If necessary, the staff member who is the victim is <b>supported</b> by a trusted person at UMONS or by an external psychologist for psycho-social risks from our external service (Spmt-Arista, now called COHEZIO)</li> </ul>	<p>The <b>100% Respect</b> procedure is applicable with:</p> <ul style="list-style-type: none"> <li>- <b>Reprimanding</b> the offending student by the First Vice-Rector, in charge of student affairs</li> <li>- <b>Support</b> for the victim, if necessary, by Aurélie Vilers of the U-Psy team (psychological support for students).</li> </ul>