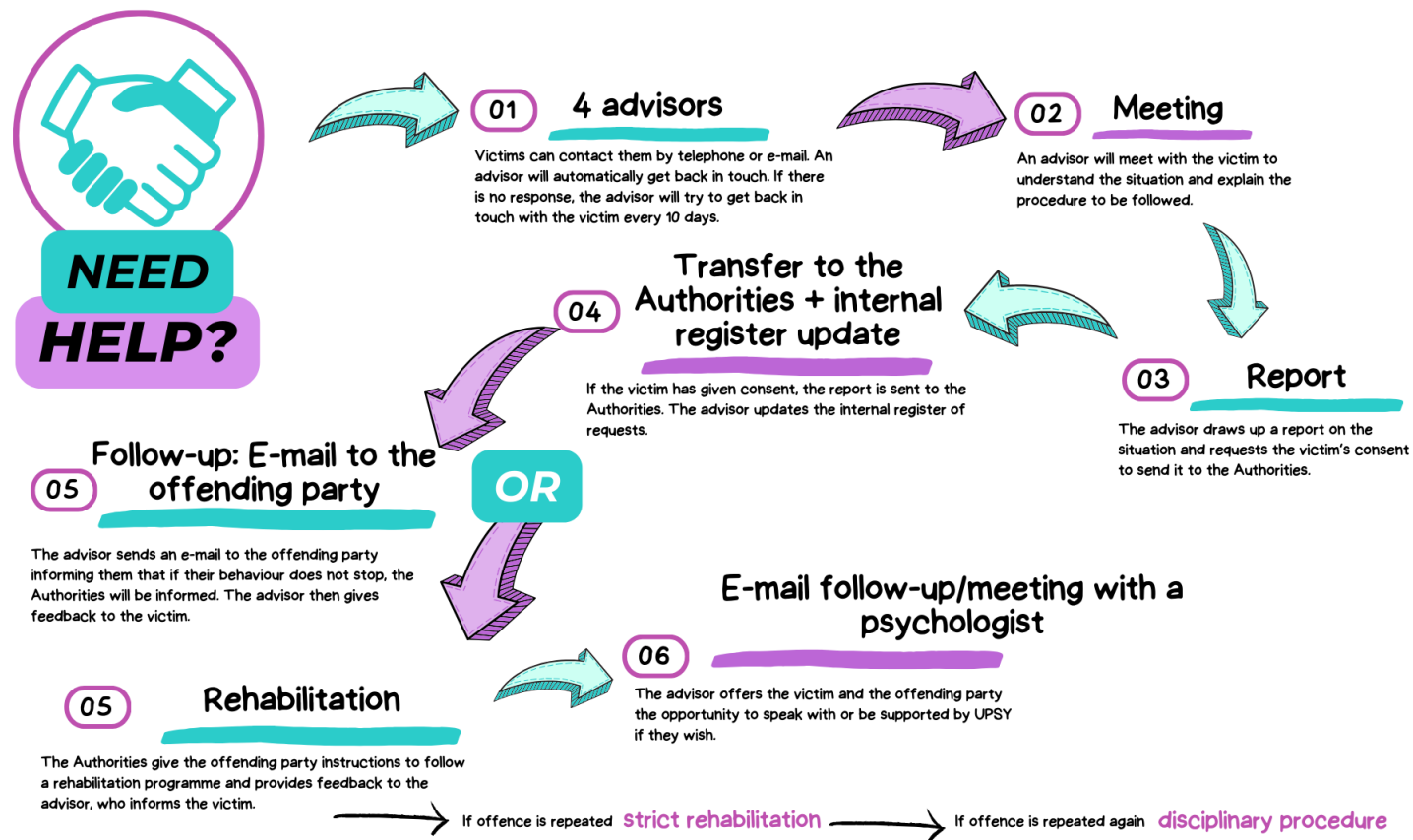


100% RESPECT

ANTI-BULLYING PROCEDURES

OUTLINE



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

	Victim (person suffering) = Staff Member	Victim (person suffering) = Student
Bully (the person committing the act of bullying...) = Staff Member	<p>The 100% Respect procedure does not apply. The UMONS Working Regulations apply (<i>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 Security Department's (DS) intranet.</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) -> 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 -> The Administrator, who is the technician's manager, proposes solutions to solve the problem, and the Rector, who is the</p>	<p>In this case, the student will initiate the 100% Respect procedure which will explain how to proceed.</p> <p>The student may also speak directly to U-PSY, who will then redirect the student to the contact persons of the 100% Respect procedure. The U-PSY psychologists will nevertheless provide 'psychological' support for the student, if necessary.</p> <p>It is therefore up to the contact persons 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>teacher's manager, notifies them and decides on possible measures....</p> <p>Distinction between two categories of staff: Academic staff in the broad sense (teachers and scientists) = ACA PATO staff</p> <p>4 possible cases: ACA /ACA; PATO/PATO; ACA/PATO; PATO/ACA</p>	
<p>Bully (the person committing the act of bullying...) = Student</p>	<p>The 100% Respect procedure 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"> - The offending student is reprimanded by the First Vice-Rector, who is in charge of student affairs, or receives an e-mail from a contact person; - If necessary, the victim is supported by a trusted person at UMONS or by an external psychologist for psycho-social risks from our external service (Spmt-Arista, now called COHEZIO) - If necessary, the victim is supported by U-PSY. 	<p>The 100% Respect procedure is applicable as follows:</p> <ul style="list-style-type: none"> - The offending student is reprimanded by the First Vice-Rector, who is in charge of student affairs, or receives an e-mail from a contact person; - If necessary, the victim or the offending party, is supported by U-PSY.