

____ Vice President of Student Development and Services;
Vice President of Administration
____ Office of Student Development and Services; Office of Human
Resources
____ October 2011

____ Office of the President

It is the policy of Claflin University to create a studying, working, and living environment that is free of bullying and which protects the dignity of all students and employees. Bullying is offensive and prejudicial to a productive studying and working environment. It results in a lack of respect, undermines position and may have a negative impact upon an individual's health, course work, examinations, job performance, and sense of personal security.

The University environment is not typically known for bullying incidents. However, research has shown that bullying is a problem in higher education. If bullying is present at Claflin University, management intends to proactively resolve bullying issues to include providing sound support systems for victims of bullying.

This policy is applicable to all students and employees of Claflin University.

1. Bullying – Repeated oppression, usually psychological, of a less powerful person by a more powerful person, or group of persons.
2. Types of Bullying - Bullying can take many forms. Examples of bullying include, but are not limited to:
 - Verbal: name-calling, teasing;
 - Social: spreading rumors, leaving people out on purpose, breaking up friendships;
 - Physical: hitting, p12de o) 0.1 (ut) -0.h p126.2 (al) 0.1(g) -0.2 (p) -0.1 (eo;m) 0.2 (a(o)q 0.24 (

Office of Student Development and Services and the Office of Human Resources investigate bullying similar to other investigations undertaken by the respective office.

If an individual does not want to use the two methods noted immediately above for an incident perceived as bullying, the individual may make a report through EthicsPoint (Claflin University's Compliance and Hotline).

An EthicsPoint report may be filed through the internet at claflin.ethicspoint.com (the address bar), or by calling 1- 877-319-8243 within the United States, Guam, Puerto Rico or Canada (seven [7] days a week, 24 hours a day).

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- _____ – Any person found to have violated this policy may be subject to appropriate disciplinary action. For students, disciplinary action may range up to suspension or expulsion from the University. For employees, disciplinary action may range up to the termination of employment.
 - _____ – Bullying is a serious matter. Any person who knowingly files a false complaint regarding bullying may be subject to appropriate disciplinary action. For students, disciplinary action may range up to suspension or expulsion from the University. For employees, disciplinary action may range up to the termination of employment.
 - _____ against a person filing a bullying complaint or who participates in a bullying investigation or proceeding is prohibited. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. An employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment.
 - The Office of Student Development and Services in conjunction with the Office of Human Resources is responsible for developing _____ regarding bullying. Training will include: how to recognize bullying; what to do in case of bullying; and provide proven strategies for preventing bullying.



APPENDIX A: BULLYING POLICY

Name of complainant: _____

Student _____ Employee _____

Date of complaint: _____

Name of alleged bully: _____

Date and place of incident or incidents: _____

Description of incident(s): _____

Name of witnesses (if any): _____

Evidence of bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other relevant information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____