

## Policy on Harassment, Intimidation or Bullying

Eastern International College (EIC) strives to create a safe and respectful environment for students, staff, faculty and administration. EIC does not tolerate any form of harassment, intimidation or bullying. The definition of harassment, intimidation or bullying (HIB) is adapted from the New Jersey Anti-Bullying Laws and Policies (2011)

*“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a **single incident or a series of incidents**, that is reasonably **perceived as being motivated** either by any **actual or perceived characteristic**, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or **by any other distinguishing characteristic**, that takes place on school property, at any school-sponsored function, or off school, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:*

- a. a reasonable person should know, under circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property*
- b. has the effect of insulting or demeaning any student or group of students; or*
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.*

EIC differentiates *conflict* versus *bullying* using the differentiation found in the *Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act* (2011) by the New Jersey Department of Education.

**Conflict** *is mutually competitive or opposing action or engagement, including a disagreement, an argument or a fight which is a normal part of human development.*

**Bullying** *is one sided, where one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).*

Some bullying behaviors include (but not limited) to the following:

- 1. Verbal- Includes taunting, name calling, malicious teasing or making threats*
- 2. Psychological (Indirect) – Includes spreading rumors, purposefully excluding people from activities*
- 3. Physical – Includes hitting, punching, shoving, spitting or taking personal belongings*
- 4. Cyberbullying – Includes using the internet, mobile phone or other digital technologies to harm others.*

## **Procedure for Reporting of Harassment, Intimidation and Bullying (HIB)**

If a student believes that he/she is being harassed, intimidated or bullied, he/she must report the incident immediately to the Department Chair, Dean, or the Campus Director. If the incident happens inside a class, the student must report it to the faculty who will confer with the Department Chair. The Department Chair will speak to the student/s involved and try to resolve the issue. If a student decides to file a complaint, the following procedure must be followed:

1. Write a letter of complaint c/o the Department Chair. The letter may be sent electronically (using the student's official EIC account) or hand it personally to the Department Chair. The letter should include a detailed account of the incident/s including the date/s, time, location/s of the incident, and the name of the person or persons to whom the student is complaining against.
2. The Department Chair confers with the Campus Director and the Dean. The letter and any supporting document or evidence is forwarded by the Campus Director or the Dean to the Chief EEO and Legal Liaison.
3. A committee is formed to fully investigate the complaint. The committee may ask to speak to both the complainant and the person named in the complaint at any time during the investigation.
4. The complainant and the person named in the complaint will be informed via electronic mail or in person of the Committee's decision as soon as the decision has been made official.

## References

*Guidance for Schools in Implementing the Anti-Bullying Bill of Rights Act* (2011). Retrieved from <https://www.nj.gov/education/students/safety/behavior/hib/guidance.pdf>

*New Jersey Anti Bullying Laws and Policy* (2011). Retrieved from <https://www.stopbullying.gov/laws/new-jersey/index.html>