



IAPM
Interregional Academy of
Personnel Management



**SUSTAINABLE
DEVELOPMENT
GOALS**

APPROVED

Academic Council of the
Interregional Academy of Personnel
Management

07 October 2020, Protocol No. 7

REVIEWED

Academic Council of the
Interregional Academy of Personnel
Management

16 September 2024, Protocol No. 9

Regulations on combating bullying (harassment) at the Interregional Academy of Personnel Management

GENERAL PROVISIONS

The Regulation regulates the organisation of work at the Academy to prevent and combat bullying (harassment) and is developed in accordance with the current legislation of Ukraine, in particular, the Laws of Ukraine 'On Education', 'On Higher Education', 'On Preventing and Combating Domestic Violence', 'On Amendments to Certain Legislative Acts of Ukraine on Combating Bullying (Harassment)' and relevant regulatory documents of the Ministry of Education and Science of Ukraine.

According to Article 4 of the Law of Ukraine 'On Higher Education', everyone has the right to quality and affordable higher education. The right to higher education is guaranteed regardless of age, citizenship, place of residence, gender, skin colour, social and property status, nationality, language, origin, health status, attitude to religion, criminal record, or other circumstances.

The main purpose of combating bullying (harassment) is to provide psychological, physical, economic support and increase the efficiency of the educational process, to form a negative attitude to harassment, to protect the psychological health and social well-being of all participants: higher education students, research and teaching staff, and other employees of the Academy.

The tasks of preventing and counteracting bullying (harassment) are

- Familiarisation of higher education students, research and teaching staff, employees of the Academy with the concept of harassment, its types and manifestations;
- teaching constructive forms of communication, behavioural responses;
- creating conditions for creative resolution of conflict situations;
- development of an adequate level of self-esteem and self-control in the participants of the educational process.

DEFINITION OF TERMS

Bullying (harassment) is an act (action or inaction) of participants in the educational process that consists of psychological, physical, economic, sexual violence, including the use of electronic communications, committed against a person and/or by such a person against other participants in the educational process, as a result of which the victim's mental or physical health could be or has been harmed.

Signs of bullying (harassment) are

- systematic (repeated) nature of the act;

- presence of parties - offender (bully), victim (victim of harassment), observers (if any);

- actions or omissions of the perpetrator that result in mental and/or physical harm, humiliation, fear, anxiety, subordination of the victim to the interests of the perpetrator, and/or social isolation of the victim.

Perpetrator - a person who has committed violence in any form.

A person who has suffered from violence (hereinafter referred to as the victim) is a person who has experienced violence in any form.

Economic violence is a form of violence that includes intentional deprivation of food, clothing, other property, funds or documents or the ability to use them, obstruction in obtaining necessary services, coercion to unpaid labour, and other economic offences.

Psychological violence is a form of violence that includes verbal abuse, threats, including threats against third parties, humiliation, harassment, intimidation, and other acts aimed at restricting a person's will, if such actions or omissions caused the victim to fear for their safety or the safety of third parties, caused emotional uncertainty, inability to defend themselves, or harmed the person's mental health.

Sexual violence is a form of violence that includes any acts of a sexual nature committed against an adult without his or her consent, coercion to a sexual act with a third party, as well as other offences against sexual freedom or sexual inviolability of a person.

Physical violence is a form of violence that includes slapping, kicking, pushing, pinching, flogging, biting, as well as illegal deprivation of liberty, battery, torture, infliction of bodily harm of varying severity, leaving in danger, failure to provide assistance to a person in a life-threatening condition, causing death, and other violent offences.

Cyberbullying is a form of violence committed through electronic means of communication.

Prevention of violence is a system of measures taken by the management of the higher education institution and other participants in the educational process to form a model of behaviour, an indifferent attitude, and to eradicate discriminatory ideas, as well as any customs and traditions.

Counteraction to violence is a system of measures taken by the management of an HEI and other participants in the educational process aimed at stopping violence, providing assistance and protection to the victim, and properly investigating cases of violence.

DIRECTIONS OF COUNTERACTING HARASSMENT

Harassment of higher education students, research and teaching staff, Academy staff by the surrounding social environment, the so-called harassment, is one of the most common problems of educational organisations today, which significantly increases the risk of suicide among young people; leads to an escalation of aggression and violence in the team, a decrease in academic performance, emotional and neurotic problems.

Harassment prevention involves work in the following areas:

- familiarisation of the academic staff with the peculiarities of the spread of mass negative phenomena among higher education students and the concepts of 'harassment', 'tertiary', 'harassment' generally accepted in the world, taking into account the understanding of the problem of violence against higher education students, scientific and pedagogical workers, employees of the Academy and its types (coverage of materials at department meetings, curatorial hours);

- educational work of specialists of the social and psychological service among young people on the prevention of violence using the main forms of educational work, namely: lectures, mini-lectures, round tables, conversations, debates, open hours, oral journals, film lectures, organisation of competitions, festivals, actions, creation of clubs on legal knowledge, organisation of counselling centres on the basis of the educational institution, where all participants of the educational process can receive consultations of a practical psychologist, social pedagogue, where it is possible to conduct.

- formation of legal consciousness and legal behaviour of higher education students, research and teaching staff, employees of the Academy, responsibility for their lives, development of activity, independence, creativity of higher education students, creation of conditions for self-realisation of the individual;

- developing the skills of teachers to identify violence both in their own behaviour and in the behaviour of higher education students, other teachers, and employees of the Academy in order to develop the ability to separate the existing problem;

- creating conditions at the Academy to prevent harassment and an appropriate environment to prevent and combat the negative social and pedagogical consequences of this phenomenon;

- strengthening the defences of the individual and the body against harassment for both conditionally healthy students and those who already have a somatic or mental pathology;
- conducting conversations with higher education students to prevent harassment, speeches by leading experts in the system of preventive work to overcome various forms of aggressive behaviour.

The functions of countering bullying (harassment) are:

- diagnostics - social and psychological study of higher education students, teachers and staff, monitoring of social processes and mental development of individual students, identification of reasons that complicate personal development, learning and relationships in the team;
- correction - implementation of psychological and pedagogical measures to eliminate deviations in mental and personal development and behaviour, overcoming various forms of deviant behaviour (in case of insufficiency of psychoprophylactic work and if necessary, timeliness and effectiveness of psychocorrection and general psychotherapy);
- rehabilitation - providing psychological, pedagogical and social assistance to higher education students in crisis situations in order to adapt them to the learning environment and social environment;
- Prevention - timely prevention of deviations in mental and personal development, interpersonal relationships, prevention of conflict situations in the educational process, prevention of drug addiction, alcoholism, suicide, racial and social intolerance, immoral lifestyle, etc;
- psychological education - improving the psychological culture of higher education students, research and teaching staff and employees of the Academy.

The education of higher education students is carried out in accordance with the principles of science, systematicity, continuity, naturalness and connection with real life.

RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE EDUCATIONAL PROCESS TO COUNTERACT VIOLENCE

In accordance with Articles 25, 26, 53, 54, 55 of the Law of Ukraine ‘On Education’ and Article 62 of the Law of Ukraine ‘On Higher Education’.

Rights and obligations of the founder of the Academy:

- control the prevention of privileges or restrictions (discrimination) based on race, skin colour, political, religious and other beliefs, gender, age, disability, ethnic and social origin, marital and property status, place of residence, language or other characteristics;

- monitor the implementation of the action plan aimed at preventing and combating bullying (harassment) at the Academy; consider complaints about the refusal to respond to cases of bullying (harassment) at the request of higher education students, their parents, legal representatives, other persons and make decisions based on the results of consideration of such complaints; promote the creation of a safe educational environment at the Academy and take measures to provide social and psychological and pedagogical services to students who have committed harassment (harassment), witnessed it or are victims.

Rights and obligations of the Head of the Academy:

- ensure the creation of a safe educational environment at the Academy, free from violence and bullying (harassment), including:

- Taking into account proposals of territorial bodies (subdivisions) of the National Police of Ukraine, the central executive body that ensures the formation and implementation of state policy in the field of health care, the main body in the system of central executive bodies that ensures the formation and implementation of state legal policy, children's services and centres of social services for families, children and youth, develop, approve and publish an action plan aimed at preventing and combating bullying (harassment) at the Academy;

- considers applications for cases of bullying (harassment) of higher education students, their parents, legal representatives, other persons and issues a decision to conduct an investigation; convenes a meeting of the commission for consideration of cases of bullying (harassment) to make a decision on the results of the investigation and takes appropriate response measures;

- ensures the implementation of measures to provide social, psychological and pedagogical services to higher education students who have committed harassment, witnessed it or suffered from bullying (harassment);

- informs the authorised units of the National Police of Ukraine and the Service for Children about cases of bullying (harassment) at the Academy.

Rights and obligations of higher education students:

- Respect for human dignity;

- Protection during the educational process from humiliation of honour and dignity, any form of violence and exploitation, bullying (harassment), discrimination on any grounds, propaganda and agitation that harm the health of a higher education student;

- receive social and psychological and pedagogical services as a person who has suffered from bullying (harassment), witnessed it or committed bullying (harassment).

- report to the Academy's management the facts of bullying (harassment) against higher education students, academic staff, researchers, and other persons involved in the educational process, which they personally witnessed or received reliable information about from other persons.

Higher education students are obliged to

- Respect the dignity, rights, freedoms and legitimate interests of all participants in the educational process, adhere to ethical standards;

- take responsibility and care for their own health, the health of others, and the environment;

- comply with the constituent documents, internal regulations of the Academy, as well as the terms of the agreement on the provision of educational services (if any);

- protection from any form of exploitation, physical and mental violence.

Rights and obligations of pedagogical, scientific and pedagogical and scientific workers, other persons involved in the educational process:

Academic and research staff have the right to be protected during the educational process from any form of violence and exploitation, including harassment (harassment), discrimination on any grounds, and from propaganda and agitation that is harmful to health.

Research and teaching and research workers are obliged to

- adhere to pedagogical ethics;

- respect the dignity, rights, freedoms and legitimate interests of all participants in the educational process;

- to establish respect for public morality and social values, in particular, truth, justice, patriotism, humanism, tolerance, and hard work, by example and by example;

- to form in higher education students an awareness of the need to comply with the Constitution and laws of Ukraine, to protect the sovereignty and territorial integrity of Ukraine;

to cultivate respect for the state language and state symbols of Ukraine, national, historical and cultural values of Ukraine, respect for the historical and cultural heritage of Ukraine and the environment in higher education students;

- to form in higher education students the desire for mutual understanding, peace, harmony between all peoples, ethnic, national, religious groups;

- to protect higher education students during the educational process from any form of physical and psychological violence, humiliation of honour and dignity, discrimination on any grounds, propaganda and agitation that harm the health of higher education students, to prevent them and other persons from using alcohol, drugs, and other bad habits on the territory of educational institutions;

- to comply with the constituent documents and internal regulations of the Academy, to perform their official duties;

- report to the Academy's management the facts of bullying (harassment) against students, academic staff, researchers, and other persons involved in the educational process, which they personally witnessed or received information about from other persons, and take immediate measures to stop harassment (harassment).

Rights and obligations of parents of higher education students:

- to receive information about the activities of the educational institution, including the provision of social, psychological and pedagogical services to persons who have suffered from bullying (harassment), witnessed it or committed bullying (harassment), about the results of their children's education (children whose legal representatives they are) and the results of assessing the quality of education in the educational institution and its educational activities;

- submit to the management or founder of the higher education institution a statement about cases of bullying (harassment) against any participant in the educational process;

- demand a full and impartial investigation of cases of bullying (harassment) against any participant in the educational process.

Parents of higher education students are obliged to

- assist the management of the higher education institution in conducting an investigation into cases of bullying (harassment);

- implement the decisions and recommendations of the commission for consideration of cases of bullying (harassment) in a higher education institution.

RESPONDING TO IDENTIFIED OR ESTABLISHED FACTS OF harassment

If a higher education student, research and teaching staff member, or employee of the Academy witnesses harassment, he or she must notify the Rector of the Academy, regardless of whether the victim of harassment has complained to him or her.

Upon receipt of the appeal of a higher education student, academic staff member, or employee of the Academy, the relevant person or body shall inform the Rector of the Academy in writing of the case of harassment.

The Rector of the Academy considers the appeal and appoints a commission on the fact of harassment to clarify all the circumstances of the incident.

The commission may include psychologists, parents of the victim and 'the bully, the head of the higher education institution and other interested persons.

If the commission finds that it was harassment and not a one-time conflict, the rector of the Academy is obliged to notify the authorised units of the National Police of Ukraine and the Service for Children if the child is a minor.

If the commission does not establish the fact of harassment, and the victim does not agree with this decision, the victim may directly contact the units of the National Police of Ukraine.

Persons guilty of committing violence at the Academy shall bear disciplinary, civil, administrative, and criminal liability under the laws of Ukraine.

RESPONSIBILITY FOR BULLYING (HARASSMENT) OF A PARTICIPANT IN THE EDUCATIONAL PROCESS

In accordance with Article 173-4. of the Code of Ukraine 'On Administrative Offences' 80731-X, liability entails a fine of fifty to one hundred tax-free minimum incomes or community service for a period of twenty to forty hours.

An act committed by a group of persons or repeatedly within one year after the imposition of an administrative penalty shall be punishable by a fine of one hundred to two hundred tax-free minimum incomes or community service for a term of forty to sixty hours.

Failure of the head of a higher education institution to report cases of bullying (harassment) of a participant in the educational process to the authorised units of the National Police of Ukraine shall be punishable by a fine of fifty to one hundred tax-free minimum incomes or correctional labour for up to one month with a deduction of up to twenty per cent of earnings.