



Cambridge Muslim College

Harassment and Bullying & Sexual Misconduct Policy

1. Purpose

- 1.1. This policy sets out to ensure that Cambridge Muslim College (CMC) cultivates a safe and inclusive environment for all members of its community. Harassment, bullying, and sexual misconduct are unacceptable behaviours and contrary to the Equality Act 2010 as well as the Colleges ethos and values.
- 1.2. All students, staff, visitors and members of the CMC community are expected to conduct themselves in the highest personal ethical standards as per the college Futuwwa contract.
- 1.3. No member of the CMC community is expected to tolerate such unacceptable behaviour, whether by a member of the CMC community, or by a third party such as a supplier or visitor to the CMC; or a member of the public. Staff, students, research participants, and members of the public have the right to disclose experiences of unacceptable behaviour experienced while working, studying or participating in a CMC activity; to be listened to, and to seek support.
- 1.4. Breaches of this policy by staff or students will be investigated under the relevant disciplinary procedure which may result in dismissal or expulsion and referral to the police.
- 1.5. Breaches by members of the public will be referred to security and/or the police.

2. Scope

- 2.1. This policy covers harassment, bullying, and sexual misconduct which occurs on College premises or outside of the College during College related events or functions.
- 2.2. All full-time and part-time employees, consultants, external lecturers, volunteers, casual workers, agency workers, students, alumni, trustees and visitors to our premises are covered by this policy.
- 2.3. This policy does not form part of any employee's contract of employment, and Cambridge Muslim College reserves the right to amend it at any time.

3. Principles

3.1. Harassment

- 3.1.1. Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- 3.1.2. Unlawful harassment may involve conduct of a sexual nature or it may be related to age, disability, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 3.1.3. Harassment may include:
 - 3.1.3.1. treating someone less favourably because they have submitted to, or refused to submit to, such behaviour in the past;
 - 3.1.3.2. unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
 - 3.1.3.3. continued suggestions for social activity after it has been made clear that such suggestions are unwelcome;
 - 3.1.3.4. sending or displaying material that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
 - 3.1.3.5. unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
 - 3.1.3.6. racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about ethnicity, religious group, gender, sexual orientation, or dress;
 - 3.1.3.7. outing or threatening to out someone as gay or lesbian;
 - 3.1.3.8. offensive emails, text messages or social media content;
 - 3.1.3.9. mocking, mimicking or belittling a person's disability.
- 3.1.4. A person may be harassed even if they were not the intended target. For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

3.2. Bullying

- 3.2.1. Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.
- 3.2.2. Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include:
 - 3.2.2.1. physical or psychological threats;
 - 3.2.2.2. overbearing and intimidating levels of supervision;
 - 3.2.2.3. inappropriate derogatory remarks about someone's performance.

- 3.2.3. Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

3.3. Abuse of Power

- 3.3.1. An abuse of power is where someone uses their position of power or authority in an abusive and unacceptable manner. Abuse of power can take various forms and may include, but is not limited to manipulation, coercion, or pressuring someone to do something which may be illegal or against the rules. or something which they are not comfortable with. Abuse of power may also occur in the context of a close personal or intimate relationship-

3.4. Sexual Misconduct

- 3.4.1 Sexual misconduct is a form of harassment and is unacceptable behaviour of a sexual nature whether or not within a sexual or romantic relationship including where consent to some form of sexual activity has been given and then withdrawn, or if consent has been given on previous occasions. It can include but is not limited to:
- 3.4.1.1 sexual harassment,
 - 3.4.1.2 sexual violence;
 - 3.4.1.3 intimate partner violence;
 - 3.4.1.4 sexual assault;
 - 3.4.1.5 grooming; coercion or bullying with sexual elements;
 - 3.4.1.6 sexual invitations and demands;
 - 3.4.1.7 sexual comments;
 - 3.4.1.8 sexual non-verbal communication;
 - 3.4.1.9 creation of atmospheres of discomfort;
 - 3.4.1.10 promised resources or advancement in exchange for sexual access.
 - 3.4.1.11 distributing private and personal explicit images or video footage of an individual without their consent
- 3.5 Members of the College found to be engaging in harassment, bullying, sexual misconduct or creating a hostile or untenable environment will be disciplined using the College's disciplinary policies.

4 References

- Staff Disciplinary Policy
- Student Disciplinary Policy
- Staff Complaints Policy
- Student Complaints Policy
- Sexual Misconduct Complaints and Disciplinary
- Futuwwa Agreement

5 Responsibility

5.4 Human Resources is responsible for overseeing the review and implementation of this policy.

5.5 It is the responsibility of all members of the College (students and staff) to operate within the boundaries of this policy.

6 Procedure

Any issues of harassment bullying or sexual misconduct should be reported using the procedure outlined in the Staff Complaints Policy and Student Complaints Policy

REVISION HISTORY

Revision Number	Effective Date	Description of Change
00	26 March 2018	New Policy
01	26 April 2021	Added sexual misconduct and abuse of power and reference to ; <ul style="list-style-type: none"> • Student Complaints Policy, • Sexual Misconduct Complaints and Disciplinary • Futuwwa Agreement