

Bullying and harassment is repeated, unreasonable and unwelcome behaviour directed towards a person or group of people that humiliates, offends or intimidates that person or group. **Sexual harassment** does not have to be repeated behaviour. Some one-off behaviours may also constitute harassment if they are based on a person's personal characteristics, such as race, gender, disability, sexual orientation, or age.

Often, people who bully and harass have more influence or power over the other person, or want to make the other person feel less powerful or helpless. Bullying can happen directly, "face to face", or indirectly, "behind someone's back", or it can be done using technology, often referred to as cyberbullying. For more information on preventing cyberbullying, visit <http://www.preventcyberbullyingjcu.com.au/>

What constitutes bullying?

The sorts of repeated behaviours that can be considered bullying include:

- Physical and verbal abuse
- Name calling
- Intimidating remarks and actions
- Negative remarks and teasing
- Nasty looks and gestures
- Spreading rumours or lies
- Excluding or isolating someone from groups, including online
- Non-favourable remarks or actions based on a personal characteristics such as race, sex, religion, gender or disability
- Taking advantage of any power over someone else
- Forcing someone to do things or act in ways that would otherwise contravene their beliefs and values, in order for them to be included in an organisation, team or group – often called "hazing"
- Any of the above behaviours via text, email, or social media. Social media may also be used to indirectly spread bullying and offensive information about another person.

Bullying and harassment does not include:

- Legitimate comment and advice, including relevant feedback, from managers, supervisors or academic staff on the work /academic performance or work-related /academic behaviour of an individual or group
- Genuine and respectful differences of opinion
- Reasonable management action carried out in a reasonable manner
- A one-off isolated fight or conflict with another person

Are you being bullied or harassed?

There are steps you can take if you believe you are being bullied or harassed:

- **Try to resolve the situation.** If you are feeling safe and confident try to resolve the situation by talking to the person. You will find useful information on resolving conflict and dealing with difficult behaviours at <http://studentconflict.org.au/>.
- **Keep records.** Record information about when the behaviour occurred, on which dates and at what times, and what happened each time. Record if anyone witnessed the behaviour.
- **Get support.** Talk to friends, family or make an appointment with JCU Student Equity and Wellbeing to discuss what has been happening for you, how you are feeling, and what your options may be.
- **Know your rights.** Bullying and harassment are unlawful under workplace and human rights legislation. Workplaces and educational organisations are responsible for providing safe working and learning environments free from violence, harassment and bullying.
- **Decide on a course of action.** You have options for dealing with bullying and harassment. You may want to talk to your workplace supervisor, provide informal feedback, or make a formal complaint, with a request for resolution. You can make an appointment to discuss your options with JCU Student Equity and Wellbeing.

- **Report the behaviour.** If the behaviour is related to your time as a student at JCU then in the first instance contact JCU Student Equity and Wellbeing who can assist you to identify the best reporting pathway. For further support in formulating your report, you can contact the JCU Student Association (<https://www.jcusa.edu.au/>). If you wish to provide feedback or make a complaint go to Feedback and Complaints on the JCU website (<https://www.jcu.edu.au/students/feedback-and-complaints>). If the behaviour is occurring at work then contact your work supervisor, union or the Fair Work Commission. You can also take action by contacting the Australian Human Rights Commission on 1300 656 419.

Further information and support

- If you are in immediate danger, call the police on 000. For 24-hour personal safety assistance on campus, contact JCU Security in Townsville on (07) 478 1555 or 1800 675 559, or in Cairns on (07) 423 21293 or 0419 677 874.
- JCU Safety and Wellbeing website
<https://www.jcu.edu.au/safety-and-wellbeing/bullying-and-harassment>
- JCU Discrimination, Bullying and Harassment Policy
<https://www.jcu.edu.au/policy/corporate-governance/discrimination-and-harassment-policy-and-procedure>
- reachout.com Bullying Information
<https://au.reachout.com/everyday-issues/bullying>
- Australian Government Fair Work Ombudsman Bullying and Harassment Information
<https://www.fairwork.gov.au/employee-entitlements/bullying-and-harassment#what-to-do-if-you-think-bullying-or-harassment-has-happened>
- Australian Human Rights Commission webpage, 'What is bullying? Violence, Harassment and Bullying'
<http://www.humanrights.gov.au/what-bullying-violence-harassment-and-bullying-fact-sheet>
- Alternatively, you could see your GP or other mental health professional.

Student Equity and Wellbeing

James Cook University

Web <https://www.jcu.edu.au/student-equity-and-wellbeing>

Email studentwellbeing@jcu.edu.au

Phone Townsville (07) 478 14711 or Cairns (07) 423 21150

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