

The University of Greater Manchester (UGM) is firmly committed to fostering an environment of equality, respect, and inclusivity for all students. We firmly believe that every member of our community deserves to be treated with dignity and respect.

We expect all members of our community, including staff and students, to actively contribute to our mission of eliminating discrimination and harassment, and promoting equality of opportunity. This includes ensuring equal access to university services, employment opportunities, and support for student welfare and education.

Together, we are committed to building a university community where diversity is celebrated, and every individual has the opportunity to thrive and succeed.

The University has a zero-tolerance approach towards any form of:

- Harassment
- Bullying
- Discrimination
- Victimisation
- Sexual misconduct

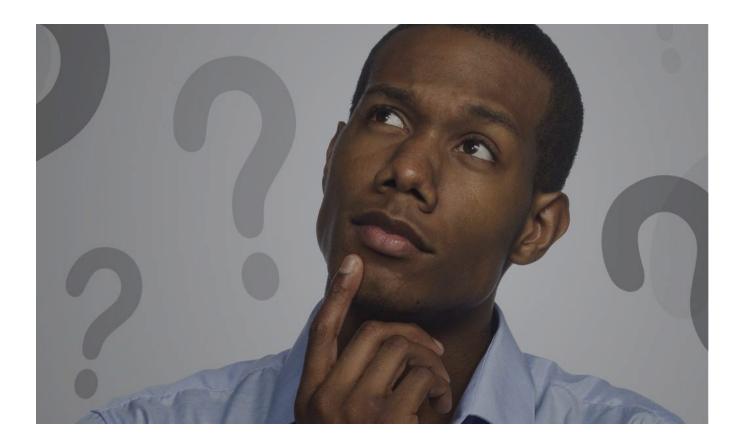
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### **How Should I Use This Tutorial?**



You should navigate through this tutorial using the 'continue' buttons at the bottom of each page or by the navigation on the left hand side of the screen. Additionally, you should complete activities along the way to check your understanding on the topic.

At the end of the tutorial, you will be asked to complete an assessment. If you pass the assessment, you will be awarded a digital badge to demonstrate your achievements with this tutorial.

This tutorial should take you approximately 20 minutes to complete.

### **CONTINUE - Alms and Objectivies**

### **Aims and Objectives**



The aim of this tutorial is to help you:



Develop your understanding of Dignity at Study and Dignity at Work

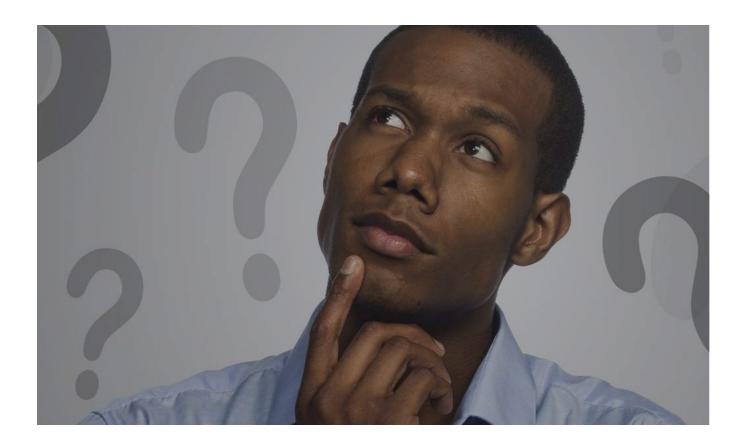


Understand unwanted behviours such as bullying, harassment and discrimination

By the end of this tutorial, you should be able to immediately apply the knowledge and skills learnt to your studies.

**CONTINUE - Who Should Complete This Tutorial?** 

### **Who Should Complete This Tutorial**

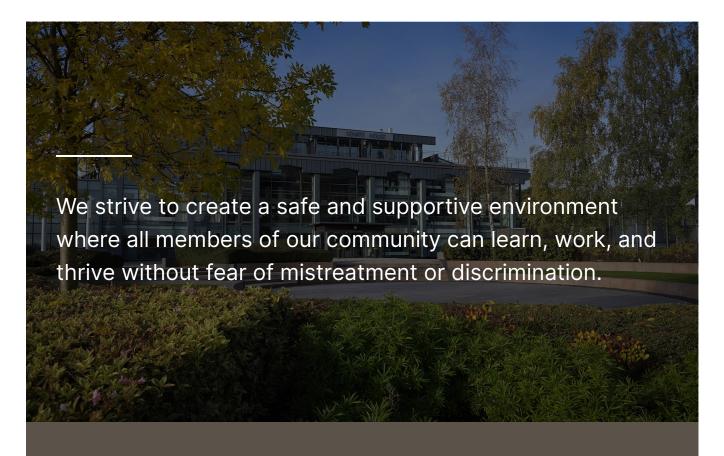


It is recommended that you should complete this tutorial if:

- You're a new student at the University of Greater Manchester
- You're new to studying in the UK
- You're an undergraduate or postgraduate student

### **CONTINUE - UGM Dignity at Study Policies**

### **UGM Dignity at Study Policies**



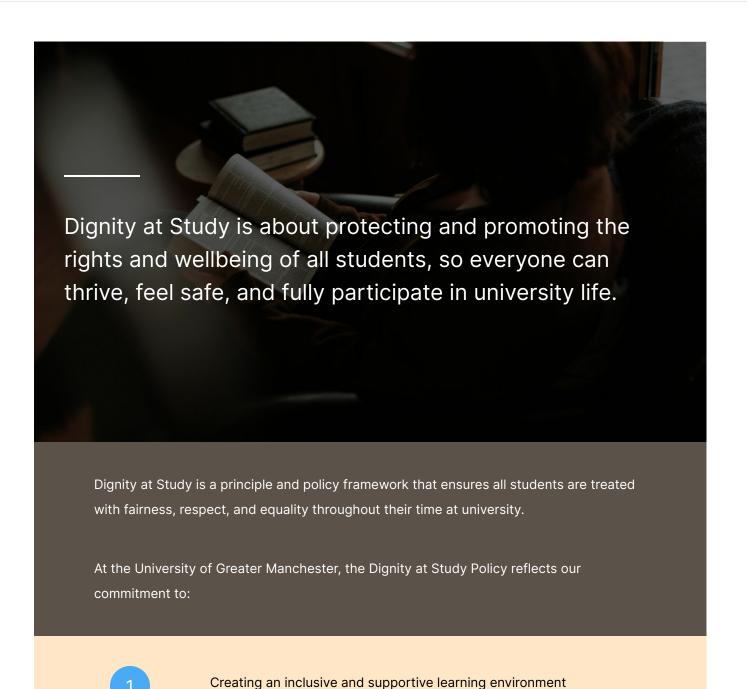
The University of Greater Manchester has Dignity at Study and Dignity at Work Policies in place to ensure that all students and staff are treated with respect and fairness throughout their time at the University.

All allegations of such behaviours will be investigated at the request of the victim guided by our Dignity at Study Policy and Procedure, ensuring that appropriate action is taken to address and prevent recurrence. The University is committed to addressing concerns promptly and fairly. We aim to handle issues impartially and effectively, with sensitivity to all parties involved. Furthermore, the University is committed to protecting individuals from victimisation or retaliation for raising concerns about harassment, bullying,

discrimination, or sexual misconduct in good faith. We strive to create a safe and supportive environment where all members of our community can learn, work, and thrive without fear of mistreatment or discrimination.

**CONTINUE - What is Dignity at Study?** 

### What is Dignity at Study?



2	Eliminating harassment, bullying, discrimination, and victimisation
3	Promoting equality of opportunity for all students

4 Upholding freedom of speech and academic freedom, within the law

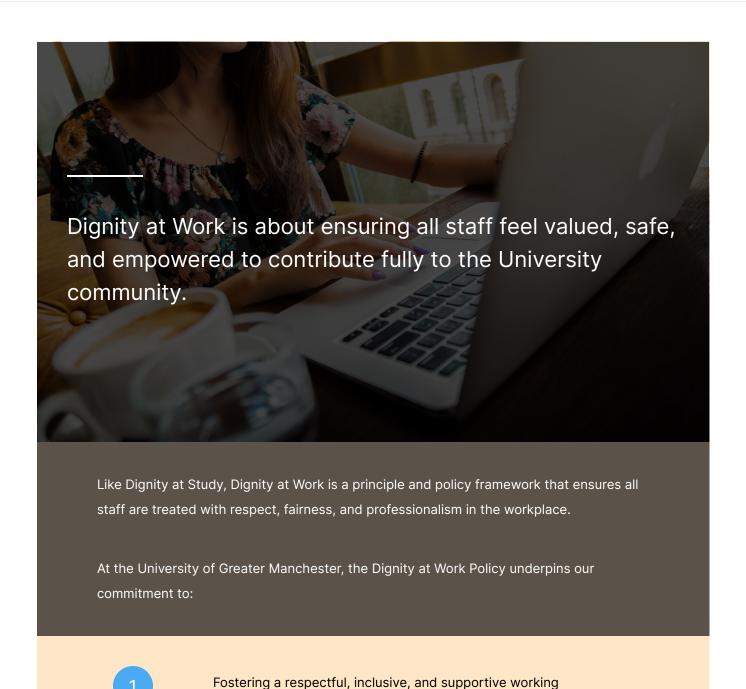
The policy applies to situations where a student experiences unwanted or harmful behaviour from any other member of the university community, including fellow students, staff, contractors or others connected to university life.

Unwanted behaviours, such as sexual misconduct, discriminatory language, bullying, or intimidation, will not be tolerated. Concerns will be taken seriously and addressed sensitively, with clear processes for reporting and support.

In short, Dignity at Study is about protecting and promoting the rights and wellbeing of all students, so everyone can thrive, feel safe, and fully participate in university life.

**CONTINUE - What is Dignity at Work?** 

### What is Dignity at Work?



environment

- Preventing and addressing bullying, harassment, discrimination, and victimisation
- Promoting equality, wellbeing, and a culture of mutual respect
- Ensuring that concerns are taken seriously and addressed appropriately

The policy applies where a staff member experiences inappropriate or harmful behaviour from any other member of the university community, including colleagues, students, contractors, or visitors.

Behaviours such as intimidation, offensive language, discriminatory actions, or abuse of power are not tolerated. Staff who experience or witness such conduct are encouraged to report their concerns, with the assurance that support and clear procedures are in place.

In essence, Dignity at Work is about ensuring all staff feel valued, safe, and empowered to contribute fully to the University community.

CONTINUE - Condition E6: Harassment and Sexual Misconduct

## **Condition E6: Harassment and Sexual Misconduct**



Condition E6 is a set of rules created by the Office for Students (OfS) to make sure universities protect students from harassment and sexual misconduct.

It means the University must:

1

Prevent these behaviours from happening

2	Take action when concerns are raised
3	Support students who report these issues

Make sure all students involved are treated fairly and respectfully

At the University of Greater Manchester, Condition E6 is part of our wider commitment to making sure all students feel safe, respected, and included. This is also what our Dignity at Study Policy is all about.

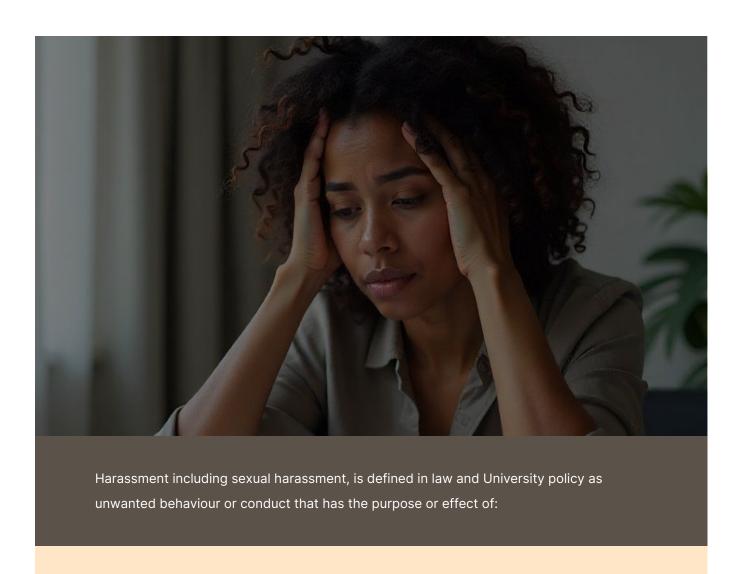
### What this means for you?

- You have the right to study in a safe and respectful environment
- If something happens, you can report it and expect the University to take it seriously
- You'll be treated with dignity, and you'll have access to support, whether you're directly affected or helping someone else
- If you're involved in a report (as the person raising it or responding), you can expect a fair and respectful process

In the next section we will explore each of the unwanted behaviours that are covered by Dignity at Study and Dignity at Work

#### **CONTINUE - Harassment**

### **Harassment**



1 Violating a person's dignity, or

Creating an intimidating, hostile, degrading, humiliating, or offensive environment

This behaviour is considered harassment when it is connected to one or more protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

In addition, under Section 1 of the Protection from Harassment Act 1997, harassment may also be defined as a course of conduct (on at least two occasions) that causes alarm or distress to another person, or to two or more individuals on separate occasions.

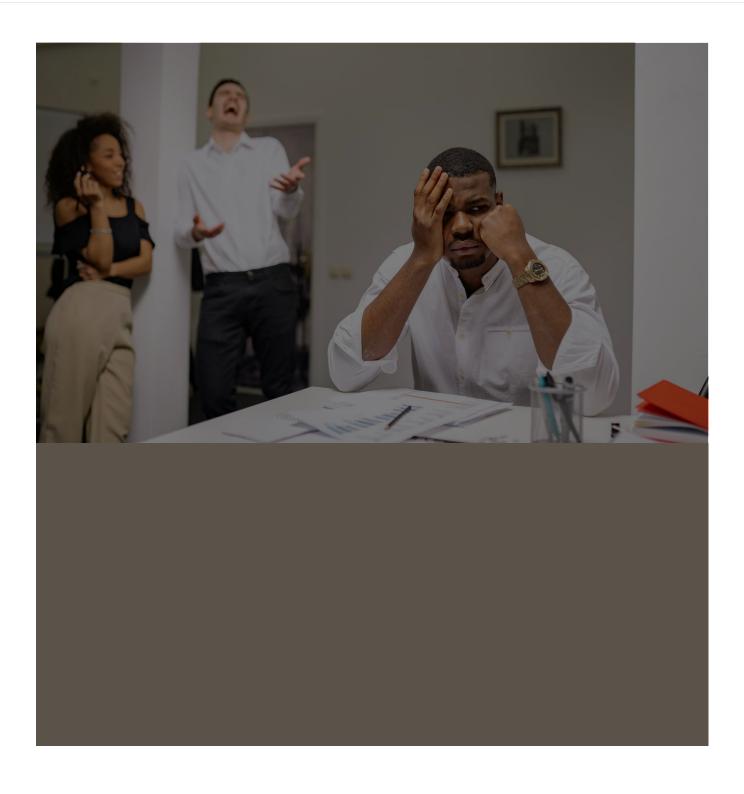
Whether behaviour is considered harassment depends on several factors, including:

- The perception of the person experiencing the behaviour
- 7 The circumstances of the situation
- Whether it is reasonable for the conduct to be viewed as having that effect

Someone may be committing harassment if they know their behaviour is upsetting or harmful, or if another person in the same situation would also see it as harassing or inappropriate.

#### **CONTINUE - Bullying**

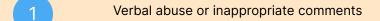
### **Bullying**



Bullying is defined as offensive, intimidating, malicious, or insulting behaviour that intentionally or unintentionally undermines, humiliates, or injures the person on the receiving end.

Unlike harassment, bullying does not have to be linked to a protected characteristic, but it can still have a significant negative impact on a person's dignity, wellbeing, and ability to participate fully in work or study.

Bullying may involve a pattern of behaviour or a single serious incident, and can take many forms, including:

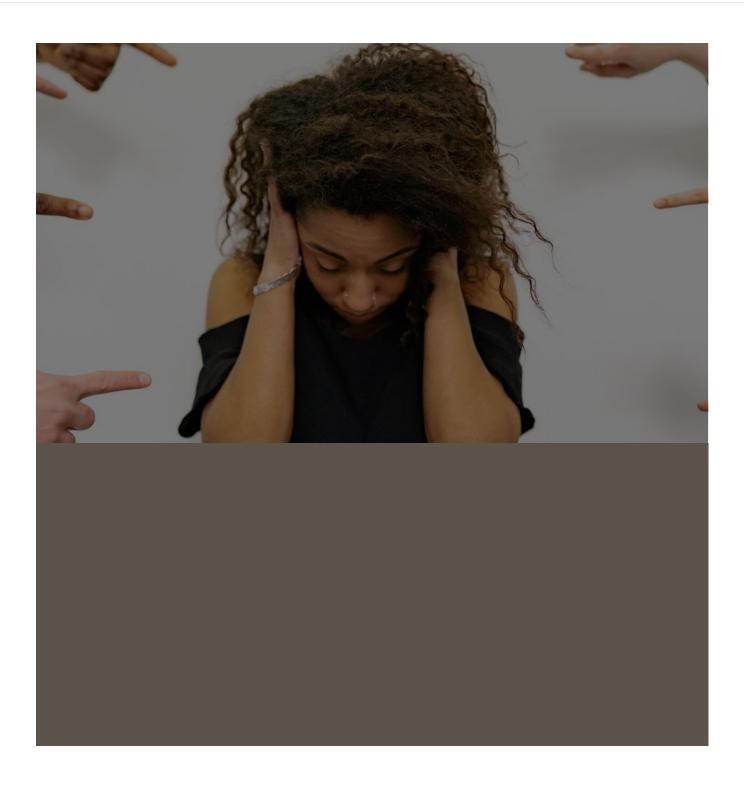


- Persistent criticism or humiliation
- 3 Spreading rumours or malicious gossip
- Deliberate exclusion, isolation, or ignoring someone
- 5 Abuse of power or position
- 6 Undermining someone's work or contributions
- 7 Online or digital bullying (e.g., through emails or social media)

Whether behaviour is considered bullying depends not only on intent, but also on how it is received and experienced.

### **CONTINUE - Discrimination**

### **Discrimination**



Discrimination occurs when a person is treated unfairly, unjustly, or less favourably than others because of a protected characteristic. Under the Equality Act 2010, the protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Discrimination can be direct (where someone is treated less favourably because of a protected characteristic) or indirect (where a policy or practice disadvantages a group with a protected characteristic without a justifiable reason).

There are also two important related forms of discrimination:

1

Associative discrimination: This occurs when someone is treated unfairly or harassed because of their association with another person who has a protected characteristic (excluding marriage and civil partnership).

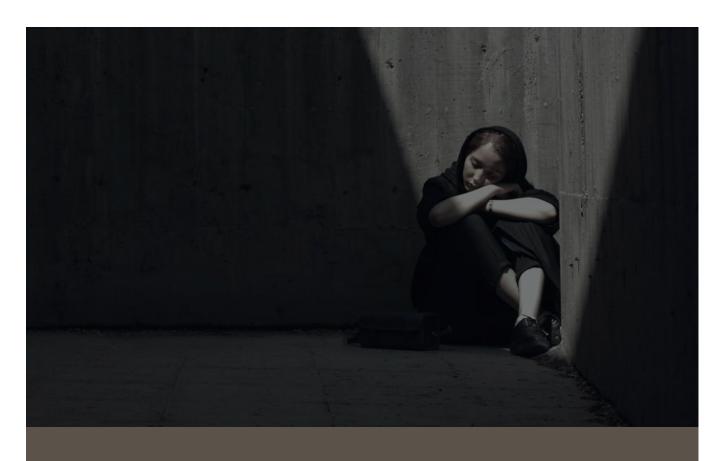
Example: A student is excluded from peer-organised social activities because their child has ADHD.

2

Perceptive discrimination: This happens when someone is treated unfairly or harassed because others perceive them to have a protected characteristic, even if they do not.

Example: A student refuses to work with another student on a group assignment because they believe that student is gay, regardless of whether this is true.

### **Victimisation**



Victimisation occurs when someone is treated unfairly or less favourably because they have:

- Made a complaint of bullying, harassment, or discrimination (formally or informally)
- 2 Supported someone else in making a complaint
- Given evidence or information in relation to a complaint

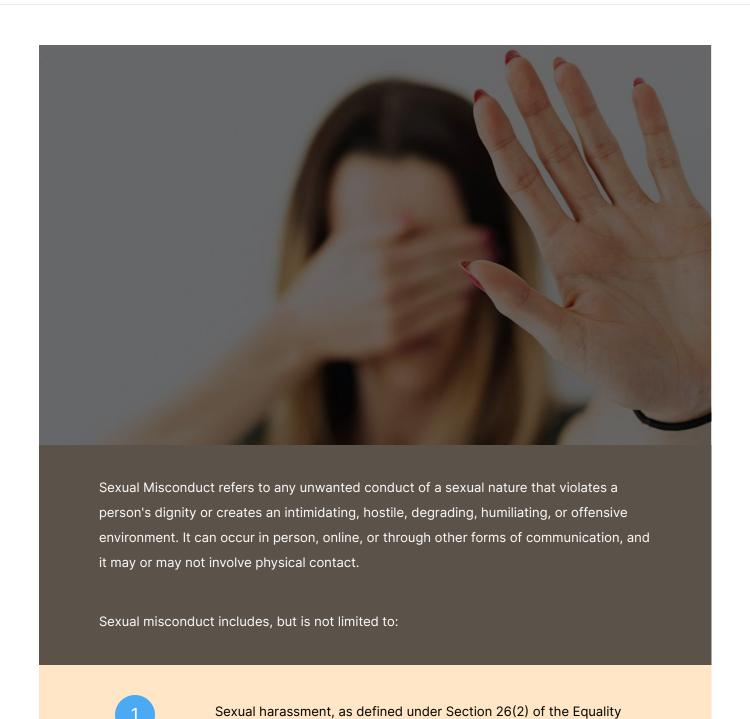
Victimisation can include actions such as being excluded, isolated, undermined, or subjected to further mistreatment as a result of their involvement in raising or supporting a concern.

**Example:** A student alleges they have experienced racism from another student. As a result, other students begin to ignore or exclude them from group activities.

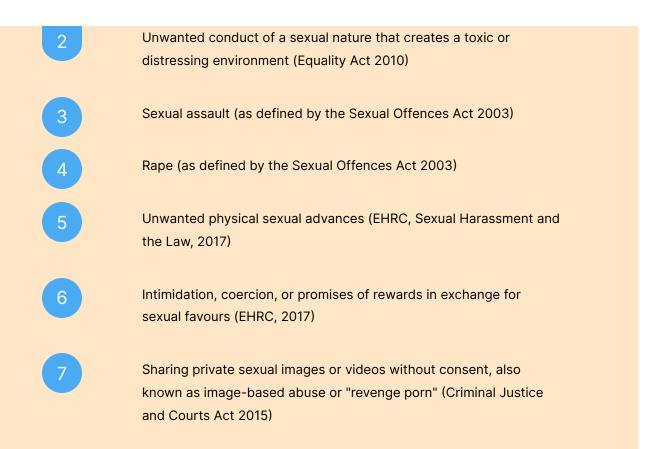
Victimisation is unlawful under the Equality Act 2010 and is a serious breach of the University's values and policies.

#### **CONTINUE - Sexual Misconduct**

### **Sexual Misconduct**



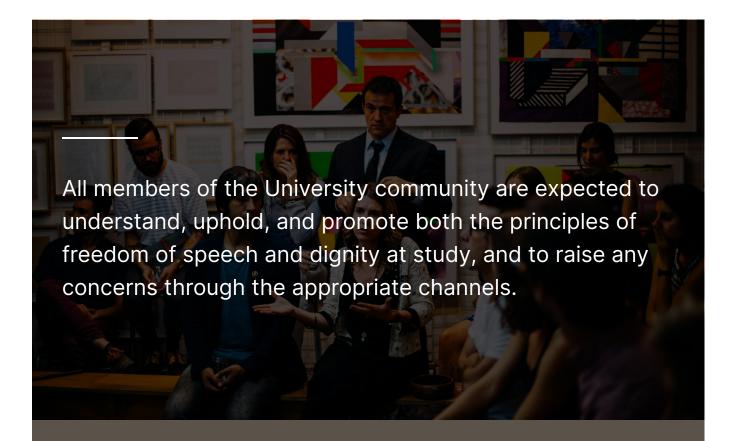
Act 2010



Sexual misconduct may be committed by anyone and against anyone, regardless of gender or relationship. It is a serious breach of the University's expectations and will not be tolerated under any circumstances.

CONTINUE - Freedom of Speech, Academic Freedom and Dignity at Study

# Freedom of Speech, Academic Freedom and Dignity at Study



The University of Greater Manchester is committed to upholding freedom of speech and academic freedom within the law, in line with the Higher Education (Freedom of Speech) Act 2023. These principles are central to our Teaching Intensive, Research Informed, Assessment Enabled (TIRIAE) philosophy and underpin our mission to promote critical thinking, debate, and the advancement of knowledge and innovation.

While the University actively promotes a culture of respect, inclusion, and dignity, it also recognises that freedom of speech includes the right to express lawful views, even if those views may be unpopular, controversial, or challenge mainstream thinking. However, this right does not extend to speech or conduct that crosses into unlawful harassment, discrimination, incitement to violence or hatred, or that breaches our behavioural policies.

The Dignity at Study Policy does not prevent respectful disagreement, debate, or discussion; these are essential to academic life. Instead, the policy ensures that all members of our community are able to engage in these discussions without fear of being

bullied, harassed, or silenced. We encourage students and staff to share ideas in ways that are constructive and mindful of others' dignity and rights.

In practice, this means:

- Students and staff are free to explore and express views, provided they do so within the law and without infringing upon the rights and safety of others
- Respectful disagreement is not a breach of the Dignity at Study Policy
- Unwanted behaviours that constitute harassment, bullying, or discrimination, even if presented as opinion, may be subject to investigation
- The University will act where speech or conduct becomes harmful, threatening, or unlawful, striking a careful balance between protecting individual dignity and upholding academic freedom

All members of the University community are expected to understand, uphold, and promote both the principles of freedom of speech and dignity at study, and to raise any concerns through the appropriate channels.

CONTINUE - How Can You Help Prevent Unwanted Behaviours?

# **How Can You Help Prevent Unwanted Behaviours?**



#### Know What's Not Okay

- Understand what counts as harassment, bullying, discrimination, victimisation, and sexual misconduct
- Familiarise yourself with the University's Dignity at Study Policy

Remember: impa	act matters more than inten	nt - if a behaviour causes	harm, it's not acceptable	
Respect Others	_			

- Treat everyone with dignity, regardless of their background, identity, beliefs, or experiences
- Think before you speak, post or act words and actions have power
- Don't make assumptions or jokes at someone else's expense

#### Be a Supportive Peer \_\_\_

- Listen non-judgementally if a friend or peer shares something difficult
- Signpost them to support services (e.g. Life Lounge or Students' Union)
- If safe to do so, speak up or challenge harmful behaviour this can be done directly or by reporting

#### Refect on Your Own Behaviour \_\_

- Consider how your actions or language might be perceived
- If you get feedback about something you said or did, take it seriously and learn from it
- Apologise and make changes, if necessary. Growth is part of being a respectful community member

#### Report Concerns \_

- Don't ignore unwanted behaviours! What you ignore, you accept
- If you experience or witness something inappropriate, you can report it confidentially or anonymously via the University's reporting routes
- Reporting helps make campus safer for everyone

#### Engage in Training

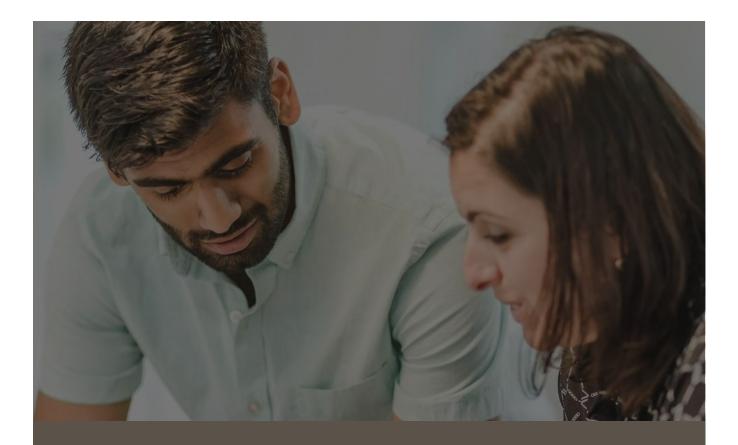
- Complete this training alongside the Sexual Consent, Abuse of Power, Freedom of Speech and Healthy Relationships Training
- Take part in activities that promote equality, inclusion, and mutual respect

#### Lead by Example \_\_

- Be a positive role model in your classes, clubs, societies, and online spaces
- Promote kindness, empathy, and respect; small actions make a big difference

#### **CONTINUE - The Role of a Bystander**

### The Role of a Bystander



A bystander is anyone who witnesses or becomes aware of unwanted, harmful, or inappropriate behaviour, such as bullying, harassment, discrimination, victimisation, or sexual misconduct, even if they are not directly involved.

While it can be tempting to stay silent or assume someone else will intervene, bystanders play a powerful role in preventing harm and shaping a respectful university culture.

Speaking up or taking action, safely and appropriately, can show support for those affected and send a clear message that such behaviours are not acceptable.

### Being an active bystander

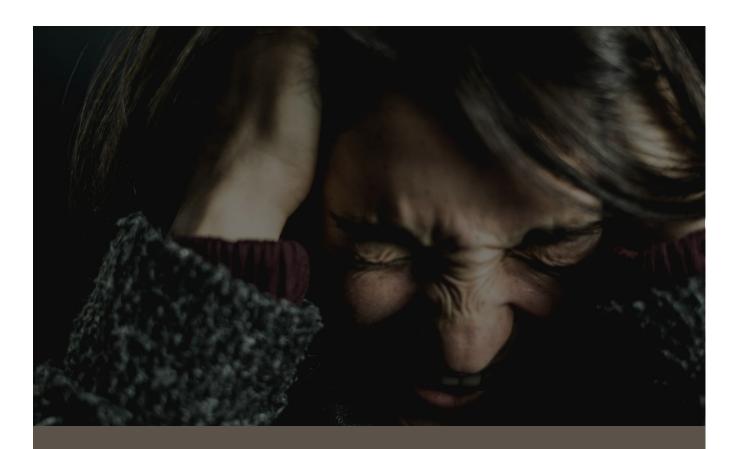
An active bystander is someone who chooses not to look the other way. This doesn't always mean direct confrontation, it might mean:

- Checking in with the person affected
- 2 Distracting or diffusing the situation
- Challenging a comment or behaviour if it feels safe to do so
- 4 Reporting the incident to the University
- 5 Offering support or encouraging the person affected to seek help

Even small actions can make a big difference. By being aware, compassionate, and proactive, students can help create a safer, more inclusive university community for everyone.

CONTINUE - Experiencing Unwanted Behaviours and the Possible Impact.

# **Experiencing Unwanted Behaviours and the Possible Impact**



The experience and impact of unwanted behaviours, such as harassment, bullying, discrimination, victimisation, or sexual misconduct, can be profound and far-reaching for students. These behaviours can affect students emotionally, psychologically, socially, and academically, often leading to lasting consequences if not addressed.

It's important to recognise that everyone will respond differently. Some students may feel immediate distress, while others may only begin to process the impact weeks or even months later. A behaviour that one person is able to manage may feel deeply unsafe or

harmful to another; all reactions are valid, and all deserve to be taken seriously and will be taken seriously by the University.

Here's a breakdown of the possible experiences and impacts:

#### **Emotional and Psychological Impact**

- Anxiety, stress, and depression are common outcomes, particularly if the behaviour is persistent or unresolved
- Students may experience low self-esteem, loss of confidence, or a feeling of shame, even when they are not at fault
- Fear or hypervigilance, students may feel unsafe on campus or avoid certain people, places, or activities
- In some cases, experiences may retrigger past trauma or lead to symptoms of post-traumatic stress disorder (PTSD)

#### Impact on Learning and Academic Progress

- Difficulty concentrating, attending classes, or engaging in group work
- Missed deadlines or decline in academic performance
- Withdrawal from academic activities, placements, or even considering leaving the course or institution
- Avoiding spaces or opportunities that might expose them to the perpetrator[s] (e.g. library, lectures, labs)

#### Impact on Social Life and Relationships

- Isolation or withdrawal from peers and student groups
- Loss of trust in others, especially in authority figures or staff if the situation is mishandled
- Tension or conflict within social or academic circles if the incident becomes known or others take sides

#### Impact on Physical Health and Wellbeing

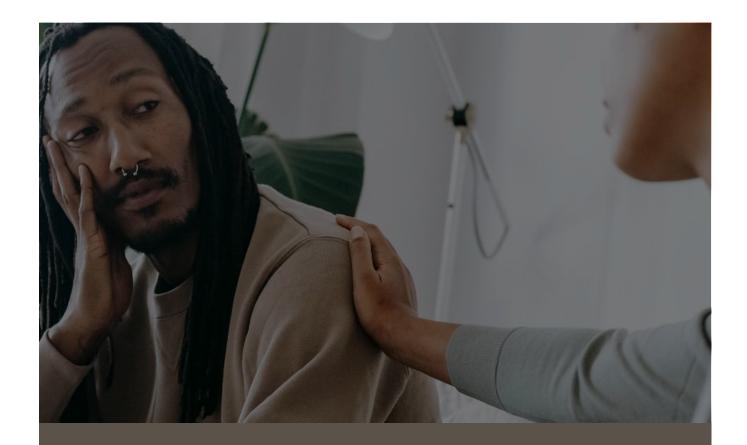
- Sleep disturbances, headaches, fatigue, or other stress-related symptoms
- Neglect of self-care, including poor eating, missed medical appointments, or increased substance use
- Worsening of existing physical or mental health conditions

#### **Long-Term Effects and Life Decisions**

- The experience may influence future career choices, placement decisions, or engagement in further study
- May result in long-lasting mistrust of institutions or reluctance to disclose issues in future settings
- Could impact your willingness to participate in student leadership, representation, or partnership roles

### **CONTINUE - Why Support Matters**

### **Why Support Matters**



This is why early, appropriate support, and a clear response from the University, is crucial. When students feel heard, believed, and protected, they are more likely to recover, re-engage with their studies, and rebuild trust in the institution.

### **Sources of Support**

The University of Greater Manchester recognises that incidents of harassment, bullying, discrimination, victimisation, or sexual misconduct can be highly distressing and may

have a significant impact on a student's wellbeing, academic performance, and overall university experience.

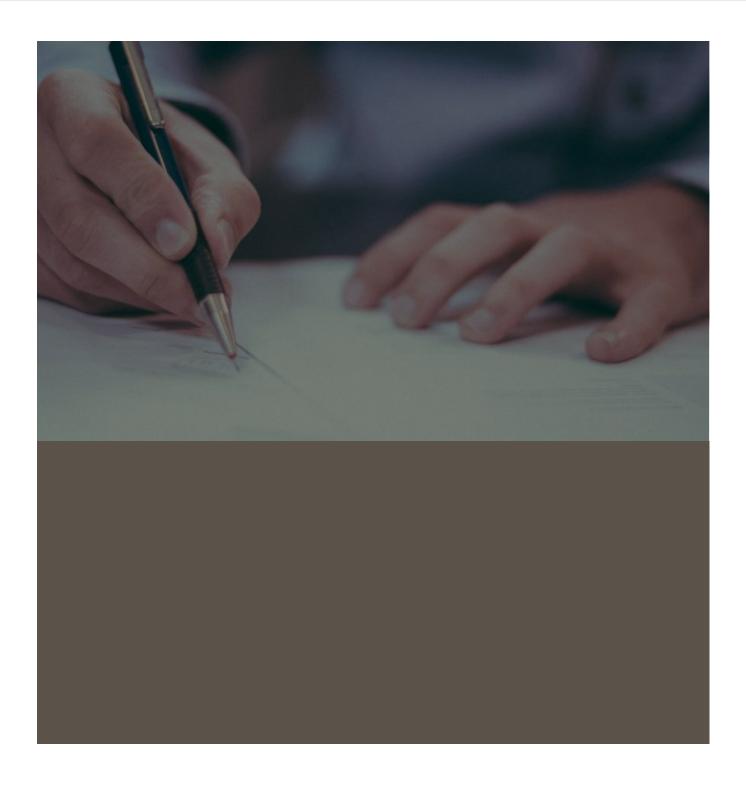
Students who have witnessed or experienced any form of these unwanted behaviours, whether the perpetrator is a member of the University community or not, are encouraged to seek support. Help is available through the University's Life Lounge and the Students' Union Advice Centre. Students are also able to report incidents directly to the University; where the perpetrator is another member of the University community, such concerns will be taken seriously and handled with sensitivity, impartiality, and respect.

Importantly, the University provides support to all students affected by these behaviours, including those who are alleged to have caused harm. Being subject to a report or investigation can also be distressing, and support will be extended to ensure that all students are treated fairly, with access to wellbeing services throughout the process.

We are committed to maintaining a safe, inclusive, and respectful environment for every member of our community, and ensuring that all concerns are addressed in line with our values and procedures.

**CONTINUE - How to Report** 

## **How to Report**



A student
A member of staff
A visitor to the University
A contractor appointed by the University
In other words, any member of the University community.
How to Report and Incident
You can report in the following ways:
In person: Speak to a staff member at the Life Lounge (T2 Eagle Tower)
By email: <u>dignityatstudy@bolton.ac.uk</u>
By phone: Call 01204 903566
Online: Use one of three reporting forms on the University's Dignity at Study page: <a href="https://www.bolton.ac.uk/student-area/student-safety/dignity-at-Study">www.bolton.ac.uk/student-area/student-safety/dignity-at-Study</a>
<ul> <li>You can also speak with your Personal Academic Tutor (PAT), Programme Leader or any member of staff who can support and signpost you to the Dignity at Study Policy and Procedure. With your consent a member of staff can submit a report on your behalf.</li> </ul>
Types of Reporting Forms
You can choose the reporting option that feels right for you:

You can report incidents involving:

**Anonymous Reporting** - Submit a report without giving your name or contact details or details of the perpetrator[s]:

- Helps the University monitor trends and improve the student experience
- Please note: we cannot investigate or offer direct support from anonymous reports
- You can still access wellbeing support, even if you report anonymously
- Submit a self-report:
- This allows the University to follow up with you, offer support, and take appropriate action if needed

#### Reporting on behalf of someone else:

- Use this form if you're reporting an incident on behalf of another student
- This helps ensure concerns are raised even if someone is not ready or able to report for themselves
- You are encouraged to try and obtain consent from the person who experienced the unwanted behaviours before submitting a report on their behalf

#### What Happens if I Make a Report?

For students who self-report, the University will aim to respond within five working days to offer support and further discussions regarding the Dignity at Study Policy and Procedure and your options.

For students who report anonymously the information will be reviewed and used to inform the University on the prevalence of issues on campus alongside campaigns that can be developed to support the safety of the University community.

Should you report on behalf of someone else, the report will be reviewed. Where a report is made on behalf of a student who has not consented for the submission of the report, the University will treat the report with great care. No action will be taken with the student whom the report relates to without first considering the privacy, safety, and wellbeing of all parties. If consent has been obtained the student whom the reports refers to will be contacted within five working days.

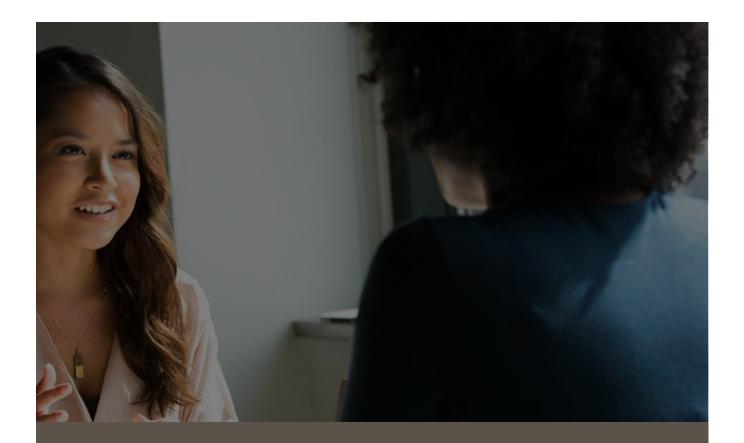
### Safeguarding \_\_

There may be times when the University needs to take action following a report under the Safeguarding Policy and Procedure. Safeguarding is the protection of people from harm and includes the protection of children and adults at risk of harm.

Visit the LEAP Online 'Safeguarding' section for more information.

#### **CONTINUE - Outcomes**

### **Outcomes**



Where concerns are raised under the Dignity at Study Policy, the University will, where appropriate, seek to resolve matters informally in the first instance. This may include empowering students to engage in supported conversations, facilitated discussions, or accessing mediation to address the issue constructively and directly. Informal approaches can often lead to timely, collaborative resolutions and support the rebuilding of positive relationships within the University community.

However, the University recognises that not all concerns are suitable for informal resolution, particularly where serious allegations are involved or where informal steps have proven unsuccessful or inappropriate. In such cases, concerns may need to be

escalated through a formal procedure, which may include the submission of a formal complaint or referral to another relevant University policy or process.

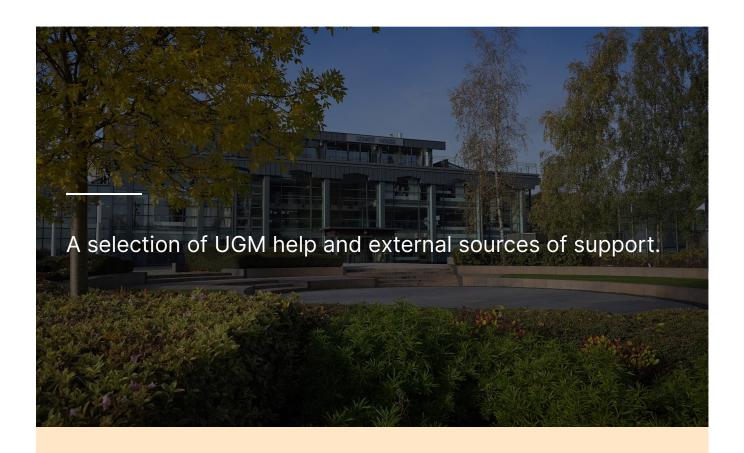
Where appropriate, the University may also implement other policies such as the Non-Academic Misconduct Policy, the Fitness to Practise Policy, or the Health, Wellbeing and Supported Study Policy.

- The Non-Academic Misconduct Policy sets out the formal processes and potential sanctions where a student is found to have caused harm to another member of the University community. This may include expulsion in the most serious cases
- The Fitness to Practise Policy may be applied in programmes where a student's professional suitability is called into question
- The Health, Wellbeing and Supported Study Policy may be considered where a student's mental health, emotional wellbeing, or personal circumstances are significantly affecting their behaviour or engagement with their studies. This policy enables the University to take a supportive and holistic approach, ensuring that any interventions prioritise both the student's wellbeing and the safety of the wider community

Together, these policies reflect the University's commitment to maintaining a safe, respectful, and inclusive learning environment, while responding proportionately and compassionately to individual circumstances.

**CONTINUE - Further Support** 

### **Further Support**



#### The Life Lounge

The University's Student Mental Health and Wellbeing Service provides free, confidential mental health and wellbeing support for all current students studying at the University of Greater Manchester; including a Wellbeing Team, Mental Health Advisor Service, Counselling Service and Cognitive Behavioural Therapy (CBT) Service. For further information you can:

• Visit: https://www.bolton.ac.uk/student-life/student-support/life-lounge

• Telephone: 01024 903566

• Email: <u>lifelounge@bolton.ac.uk</u>

• Call in person: The Life Lounge, Chancellors Building, Eagle Tower, T2

#### Chaplaincy and Multifaith Service

The University's chaplaincy team provide free pastoral support for students and staff, irrespective of religion and belief. You do not have to be of religious faith to seek support from the chaplaincy. They provide a safe, confidential space to discuss concerns, alongside signposting advice and guidance. If needed the chaplain can put you into contact with someone of your faith.

• Chaplain - Dr Gill Smart

• Email: <a href="mailto:chaplain@bolton.ac.uk">chaplain@bolton.ac.uk</a>

• Telephone/Text: 07967585670

• Call in person: Chaplaincy, Chancellors Building, the bottom of Eagle Tower- Tuesdays, Thursdays and Fridays 10:00am- 1:00pm

#### Spectrum.Life \_

Offers a 24/7 confidential in-the-moment service that provides support to students. The service is available 24/7, 365 days a year covering numerous topics such as: stress, anxiety, low mood, loss and grief, relationship problems, and much more. You can access it through a confidential, freephone telephone line, an online chat function through the platform or by requesting a call back.

• Telephone: 0800 031 8227

• Website: <a href="https://uniofbolton.spectrum.life/login?org=UoBWell">https://uniofbolton.spectrum.life/login?org=UoBWell</a>

WhatsApp: Text 'Hi' to 07418 360 780

• Opening Hours: 24/7

#### Students' Union \_

The Students' Union (SU) is run by students and represents all University of Greater Manchester students. The SU has an elected President and is independent of the University to ensure student's interests are recognised and voiced. The Students' Union provides support, advice and guidance on a range of topics including academic matters, health and welfare, student voice and community-based events and activities to support your general wellbeing. The Students' Union is also a hate crime reporting centre to which a trained advisor is available to support students who have directly experienced or witnessed hate crime.

You can find out more information about what support is available at the Students' Union via the contact details below:

• Telephone: 01204 900850

• Email: info@boltonsu.com

• Website: <a href="https://www.boltonsu.com/">https://www.boltonsu.com/</a>

• Call in person: The Students' Union, Chancellors Building, Chancellors Mall

#### Support in an Emergency

If you or another person are at immediate risk of harm, please contact the Police on:

- 999 (Emergencies)
- 101 (Non-emergency)

If you are on campus and are at immediate risk of harm please also contact security on 01204 903700 or speak with any member of staff advising them you need urgent assistance.



### **External Sources of Support.pdf**



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