



Bullying, Harassment and Sexual Misconduct Policy

This Policy establishes the expectation that all members Rushmore Business School, Students, Staff and visitors, work, research, study, live and socialise in an environment based on inclusivity and respect, free from Bullying, Discrimination, Harassment, including Hazing and Vilification, and Sexual Misconduct.

We do acknowledge that a member of the Business School may experience behaviour that constitutes Bullying, Discrimination, Harassment or Sexual Misconduct whilst undertaking official duties at locations outside of the Business School and/or by an individual not connected with us. Rushmore Business School will liaise with the responsible authority to ensure proper reporting and complaint procedures are followed and will provide accommodations and support services to the person subjected to the behaviour.

It is important to recognise that certain groups may be particularly vulnerable including:

1. young women
2. older women
3. Indigenous women
4. people with disabilities
5. LGBTQIA+ people
6. people working or learning in non-traditional areas.
7. women working in isolated areas.

Workplace Violence Prevention

Rushmore Business School is committed to preventing workplace violence and to maintaining a safe work environment.

Given the increasing violence in society in general, Rushmore Business School has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- All employees, including Heads of Department and/or the Director and temporary employees, should be always treated with courtesy and respect.
- Employees are expected to refrain from fighting 'horseplay,' or other conduct that may be dangerous to others.

- Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. Rushmore shall not tolerate any act of radicalisation and extremism, if any sign is noticed or case is reported to the Management, same shall be directed to the Authority/ Police.
- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the immediate Head of Department, HRM, and/or to the Director or any other member of management.
- This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a Head of Department, HRM and/or the Director.
- Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.
- Rushmore Business School will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Rushmore Business School may suspend employees, either with or without pay, pending investigation.
- Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment / lectures.

Conduct and rules:

To ensure orderly operations and provide the best possible work environment, Rushmore Business School expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organisation.

It is not possible to list all the forms of behaviour that are considered unacceptable in the workplace.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace

- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorised disclosure of business 'secrets' or confidential information
- Violation of personnel policies

Sexual And Other Unlawful Harassment

Rushmore Business School is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Actions, words, jokes, or comments based on an individual's sex, race, colour, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature.

The following is a partial list of sexual harassment examples, but not limited to these:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favours
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movement

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your Head of Department and/or the Director. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Extremism and Radicalisation

Rushmore Business School recognises its legal and moral duty to promote the wellbeing and development of all students, staff, visitors and protect them from harm. Thus, policies and training are put in place as they are the integral to many aspects of the safe and supportive learning experience we strive to create.

We have a duty of care to protect our students from radicalisation and all forms of extremism leading to terrorism by:

- Being vigilant for the signs of radicalisation and have the confidence to report concerns to the Management/ Direct Line Manager or Director.
- Encouraging free and open debate, but challenging extreme views and promoting the belief equality of opportunity and the celebration of diversity;
- Forbidding the use of premises by extreme groups and preventing the distribution of extreme literature. Lecturers to identify any sign during lectures and report same immediately for action.

Rushmore Business School ensures also that any sign of extremism which is noticed is dealt with straight away by the Management. Any serious or recurrent case/s shall be reported to the Authority/Police if need be. All staff key contacts who to report to on any issue may be found in your Course Handbook and on Moodle. All Policies are also found on Moodle for any reference purposes. All students are assigned a Personal Tutor, with whom they may discuss any concern. All the staff are trained at induction time and continuous training are also provided as and when the need is felt on risks of violence, extremism, radicalization and others which can interrupt the peace of the institution.

Prevention Measures

Rushmore Business School uses educative approaches for the prevention of Bullying, Discrimination, Harassment, and Sexual Misconduct to inform members of the community of their rights and responsibilities, to encourage the reporting of behaviour, practices or publications that contravene this policy, and ensure Rushmore's systems and processes are not discriminatory. Continuous talks and CPDs are organised by Rushmore in collaboration with NGO's, Legal Professionals and Counsellors to keep abreast the new regulations, law and systems.

Support services and resources

Counselling for both students and staff are provided.

The following support services and resources are available to members/students of the Rushmore Community who experience Sexual Assault and/or Sexual Harassment.

- Counselling
- Talks by Professional -Legal/NGOs

- Special internal lectures
- Training to staff

Record keeping

Matters relating to Bullying, Discrimination, Harassment and Sexual Misconduct are confidentially managed, stored and archived in accordance with this Policy, Records Management and Confidentiality Policies. Matters are kept strictly confidential except in exceptional and very limited circumstances, where there is an immediate and serious risk to any individual's health or safety, or where disclosure is required by legislation.