



REPORTING BULLYING & HARASSMENT

FOR UM STUDENTS & STAFF

University of Malta (UM) condemns all forms of harassment and bullying and is committed to uphold the well-being and dignity of members of staff and students alike.
Acts of bullying and harassment are not tolerated.

SAFETY FIRST

For immediate, grievous risk you may call:

Emergency (Police/Ambulance) 📞 112

UM Campus Security 📞 +356 2340 2803/
+356 9990 8888

IF YOU THINK YOU ARE A VICTIM OF HARASSMENT OR BULLYING, SPEAK UP AND REPORT!

PHASE 1 INITIAL REPORTING

- 1** Complaint should be reported to the Bullying and Harassment Advisor, or Co-Advisor or if preferred, to a trusted member of staff.
- 2** If a member of staff is contacted the complainant is to be redirected to contact the Bullying and Harassment Advisor and Co-advisor.
- 3** Complainant is encouraged to directly request the alleged perpetrator to stop the offensive behaviour.
You may decide to take no further action after the initial communication with advisors.

If you wish to proceed further, the following procedures are in place:

PHASE 2 PROCEDURES

2.1 INFORMAL PROCEDURE

CONFIDENTIAL

- i** The complaint must be filed as soon as possible but **not later than six (6) months of the incident(s)**;
- ii** The complainant must send the complaint in writing to the Advisor and co-Advisor.
The complaint must include:
 - the alleged harassment or bullying,
 - dates,
 - times,
 - places,
 - names of individuals allegedly involved in the incident(s),
 - names of any witnesses, and
 - any other relevant information.

This must be provided **within ten (10) working days from the first contact having been established with the Advisor and co-Advisor.**

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PHASE 2 PROCEDURES

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2.1 INFORMAL PROCEDURE

CONFIDENTIAL

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- iii** Within ten (10) days of receipt of the complaint, the Advisors shall inform the alleged perpetrator of the allegation(s) and forward the written complaint;
- iv** Within twenty (20) working days the Advisors shall interview the complainant and the alleged perpetrator and any other witnesses.
 - Resolved?** A written copy of the resolution shall be signed by the complainant and the alleged perpetrator.
 - Not resolved?** The Advisors shall inform the complainant and the alleged perpetrator in writing that they may opt for the formal procedure.

2.2 FORMAL PROCEDURE

Both the complainant and the respondent may opt for a formal procedure:

- i** The Advisors shall forward a copy of the written complaint compiled by the complainant to the Rector;
- ii** The Rector shall **within five (5) working days** refer the matter as follows:
 - a) In the case of *complaints against students*, case is referred to the Committee of Discipline.
 - b) In the case of *complaints against academic members of staff*, case is referred to the Committee for Safeguarding the Code of Professional Academic Conduct of UM and JC.
 - c) In the case of *complaints against administrative, industrial and technical members of staff*, case is referred to the Board of Discipline.

These procedures apply to harassment and bullying cases experienced by UM and JC staff as well as students. It also applies to clients of the UM and JC, its sub-contractors and other third parties with whom they conduct dealings.

CONTACT THE ADVISORS



um.edu.mt/l/Hjjgk

UM Counselling and Mental Health Services are available to both alleged victim and alleged perpetrator.

The right to a fair hearing applies to both parties.

