



**ANIMATION
COLLEGE**

Statement on Harassment and Bullying

Animation College aims to provide a safe learning environment. Harassment of any sort will not be tolerated. If a disciplinary investigation reveals that harassment has occurred, serious disciplinary measures will be taken.

Harassment is any form of behaviour or attention (verbal, written, electronic, physical or visual) that is unwanted by the recipient and that is repeated or significant enough to interfere with the recipient's work, study or living environment. It includes sexual and racial harassment, intimidation and bullying. Bullying and general harassment involve the misuse of power or strength to unjustly put down others by fear or intimidation. Bullying may include expressing unwanted comment, conduct or gestures, excluding others from a group, promising favours or preferential treatment, or demanding conduct in front of others. Animation College does not condone any form of sexual, racist or intimidating behaviour.

Students and staff have the right to study and work unhindered by any form of harassment and intimidation. Animation College endeavours to protect staff, students and visitors from such behaviour and will handle all complaints of alleged harassment or intimidation fairly, quickly and effectively in accordance with current legislation (in particular, the Human Rights Act 1993 and the Employment Relations Act 2000).

Forms of Harassment

Harassment can include but is not limited to the following:

- All forms of unwanted sexual attention, including that which may occur offsite during the course of a student's enrolment and/or online (including via Moodle).
- All forms of harassment that may occur because of a person's ethnicity, gender or sexuality.
- All forms of intimidation including bullying, threats, blackmail, physical and/or verbal assault that might interfere with a student or staff member's ability to work or study.

Reporting Harassment and Bullying

If you or someone in your class is being harassed or bullied, please tell your tutor immediately or another staff member of Animation College (see the Main Menu on your Moodle homepage for contact information).

Moodle Messages

If you receive any inappropriate, intimidating or otherwise unwanted messages through Moodle, please take a screenshot of the message and email it to your tutor immediately.