

PROTOCOL FOR THE PREVENTION, DETECTION AND ACTION AGAINST POTENTIAL CASES OF HARASSMENT

Harassment, in any form, constitutes a severe violation of human rights and an affront to people's dignity and wellbeing. Whether it occurs in a professional, educational, social or digital environment, the effects of harassment can be devastating for both the victim and the wider community. It is crucial to recognize the importance of preventing, identifying, and adequately tackling any such situations, ensuring a safe and respectful environment for everyone.

PROCESS

The objective of this protocol is to establish and define guidelines for action against harassment in all its forms (social, verbal, physical, threats, sexual, and cyberbullying) to ensure a safe, inclusive, and respectful environment for all members of the educational community of the EAE University Center.

Forms of Harassment

Harassment can take various forms, affecting both the victim and the learning environment. As specified in the "EAEBN-SOP-010 Protocol for Student Wellbeing and Mental Health", these forms include:

- **Social Exclusion:**
 - **Active:** Preventing a person's participation or integration in academic or social activities.
 - **Passive:** Deliberately ignoring a person, excluding them from interactions and conversations.
- **Verbal Aggression:**
 - **Direct:** Insulting, using offensive nicknames, or verbally humiliating someone.
 - **Indirect:** Speaking negatively about someone behind their back, spreading rumours, or making degrading comments.
- **Physical Aggression:**
 - **Direct:** Hitting, pushing, or other forms of physical violence.
 - **Indirect:** Damaging the victim's belongings, such as hiding, breaking or stealing personal items.
- **Threats:**
 - Behaviours intended to intimidate or coerce the victim into doing something against their will.
- **Sexual Harassment:**
 - **Physical:** Any unwanted physical contact of a sexual nature.
 - **Verbal:** Comments, jokes or inappropriate sexual innuendos.
- **Cyberbullying:**
 - Using digital means to harass or bully an individual or group of people through personal attacks, or sharing false or private information, among other methods. This may constitute a criminal offence.

In general, victims of harassment often experience multiple forms of mistreatment simultaneously, rather than a single type.

Identifying signs of harassment

It is important that those responsible for ensuring students' wellbeing remain vigilant for signs that someone may be a victim of harassment or facing emotional challenges. Common signs include

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changes in behaviour or attitude, such as isolation, poor academic performance, or symptoms of depression and anxiety. Unexplained physical injuries or missing belongings may also suggest that the student is being mistreated or bullied.

Aggressive or fearful behaviour among students could also be a sign of harassment. Moreover, it is crucial to observe any hostile attitudes or teasing among classmates, as such behaviour can create a negative atmosphere that affects students emotionally.

Spotting these signs early allows the appropriate intervention to be made and the necessary support provided, creating a safe and respectful school environment for everyone.

Response in the event of detecting or suspecting a case of harassment

When a member of the educational community detects a possible situation of harassment, either directly or through warning signs, they should proceed as follows:

1. Notifying the course coordinators

- The lecturer, tutor, or any member of the educational community who suspects harassment in one or more forms must immediately report it to the course coordinators, who will initiate a preliminary investigation.

2. Preliminary investigation

- The course coordinators and/or affected departments will gather information about the incidents, confidentially interviewing the parties involved, witnesses, and other relevant members of the educational community.

3. Evaluation of the type and severity of harassment

- In accordance with the internal regulations "Rules of Organization and Functioning of the School", the coordination team is responsible for determining if the situation constitutes a disciplinary offence and ascertaining the type of harassment involved (verbal, physical, sexual, etc.). Depending on the severity, the corresponding measures will be taken, including the potential involvement of the Academic Committee.

4. Intervention and Mediation

- Whenever possible, a mediated solution between the parties involved will be sought, encouraging dialogue and understanding. If an agreement is reached, it may be formalized in writing with the mediator's approval and signed by the parties.
- If the situation requires, the most appropriate intervention protocol will be activated (e.g., assignments outside class hours, academic sanctions, etc.).
- If the parties do not reach a full agreement or only reach a partial agreement, the disciplinary procedure must continue. The Academic Committee will oversee and monitor the status and compliance of the agreements made.

5. Sanction

- If the investigation confirms harassment, the perpetrator will face sanctions in line with the School's regulations, which may include warnings, academic penalties, or even expulsion, depending on the severity of the conduct.

6. Informing the authorities

- If the harassment constitutes a legal offence (e.g., sexual harassment or physical assault), the relevant authorities will be informed to take appropriate action.

7. Judicial Proceedings and Legal Authority

- In cases where the facts are subject to investigation or proceedings through judicial channels, this internal protocol shall not interfere with or influence the decisions adopted by the competent judicial authority, which shall take precedence over any internal action or investigation carried out by the Centre. In such cases, EAE Business School shall adapt its actions to the judicial decisions issued and may suspend, limit or adjust the internal procedure for the duration of the judicial process, ensuring full compliance with applicable law at all times.

Coexistence and Mediation Policy

The EAE University Center has a clear and firm policy in place, as outlined in the "Rules of Coexistence and Mediation", in accordance with the current Spanish legislation.

In this regard, the School does not tolerate any harassment or discrimination, explicitly rejecting any behaviour that violates the dignity and rights of the members of the educational community, including but not limited to sexual harassment, discrimination based on sex, sexual orientation, gender identity, race, religion, disability, or any other personal circumstances. The School is committed to ensuring an environment free of offensive behaviour, aggression, or harassment among students, lecturers, administrative staff, or external collaborators.

In line with this principle, the School embraces its commitment to uphold the equality and dignity of all the members of the educational community, ensuring no one has to tolerate an intimidating, hostile, or degrading environment. As well as the students, this commitment extends to all the staff at the School, ensuring that all spaces are safe, inclusive and respectful.

Moreover, the School particularly focuses on preventing gender-based violence. Through its Equality and Standardization Advisory Committee, the School implements policies to prevent and respond to any kind of harassment, particularly gender-based and sexual harassment. The Committee strives to educate, raise awareness, and prevent violent or discriminatory behaviour within the educational community, with the aim of creating an atmosphere in which all members of the community may operate freely without fear of being assaulted or discriminated against. The members of the committee operate and structure themselves in accordance with the "Rules of Organization and Functioning of the School".

Lastly, in the event that any case of harassment or discrimination is confirmed, sanctions will be applied in accordance with the "Rules of Organization and Functioning of the School"

Prevention and Awareness

The EAE University Center will implement various policies and training initiatives emphasizing the importance of maintaining a respectful environment free of harassment and discrimination. These initiatives are designed to:

- Raise awareness within the educational community about the impact of harassment on victims' mental and emotional health.
- Provide information about the reporting channels available to students, lecturers and staff.
- Foster respect for diversity and gender equality.

REFERENCE DOCUMENTATION

EAEBN-PS-006 Academic Policy

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EAEBN-SOP-010 Protocol for Student Wellbeing and Mental Health

Rules of Coexistence and Mediation of the EAE University Center

Rules of Organization and Functioning of the EAE University Center

RECORDS

NAME	CODE	CUSTODY	AREA RESPONSIBLE
Academic Committee minutes	EAEBN-FOR-050	Academic area	Academic coordination