The information contained in this leaflet is for information purposes only, for full policy and procedure details please refer to www.tcd.ie/about/policies/respect.php
About Dignity and Respect

The College promotes and is committed to supporting a collegiate environment for its staff, students and other community members which is free from all forms of discrimination, bullying, harassment and sexual harassment.

The College seeks to maintain an environment in which the dignity and diversity of everyone is respected. The policy focuses on prevention and provides a framework for resolving complaints.

Any breaches of this policy will be taken very seriously by College and may result in disciplinary action.

We all play a part

We all play a part in upholding dignity and respect in our communication with classmates, staff and members of the public, and in challenging inappropriate behaviours.

Be aware of your behaviour and its potential impact on others

If you are worried about an incident of bullying and harassment – either as a witness, classmate, friend or as a person against whom a complaint has been made – feel free to seek confidential help from the sources listed.

Who and what is covered?

The policy applies to all students and staff and others engaged in activities relating to the College in all locations and situations - including off-campus locations and visual or electronic materials.

Bullying and harassment

Harassment is any act or conduct that is unwelcome to the recipient and could reasonably be seen as offensive, humiliating or creating an intimidating environment.
Sexual harassment, racial harassment and harassment in relation to any of the following nine protected grounds are prohibited: gender, age, religion, race, marital and family status, sexual orientation, disability or membership of the Traveller community.

Sexual harassment includes any unwelcome act or conduct which could reasonably by seen as sexually offensive, humiliating or intimidating to the recipient.

Bullying is repeated inappropriate behaviour which could reasonably be regarded as undermining the person’s right to dignity and respect.

Bullying and harassment can take many forms from open aggression and threats to subtle comments or exclusion.

Bullying and harassment can be verbal; non-verbal or indirect; physical; visual or electronic. This includes the production, circulation or display of offensive images or words.

It is the impact of the behaviour on the recipient, rather than the intention of the perpetrator, that is considered in cases of bullying or harassment.

When should I seek help?

It is best to address a situation as early as possible,

If you think you are the subject of bullying or harassment this checklist might be helpful:

- Is the behaviour unwanted and unnecessary?
• Is it offensive or intimidating?
• Does it make you feel vulnerable, stressed or isolated?
• Is it negatively affecting your work or study?

If you are a witness to a situation that you feel is a breach of dignity and respect you may also discuss this with a Contact Person.

If you have been accused of bullying you are also encouraged to seek support from the Contacts listed.

Seek help early to resolve the situation before it escalates

What options do I have?

You have a range of informal resolution and formal complaint options available, which you can discuss with a Contact Person. All complaints will be treated seriously, promptly and sympathetically.

Informal resolution

You can address matters informally

• by seeking support;
• by handling matters yourself – making clear to the person that their behaviour is unwelcome;
• by seeking the intervention of a Contact person or Tutor.
Formal complaint

If an informal approach has not satisfactorily resolved the incident, or if the incident is sufficiently serious, you can make a formal complaint - this involves a written complaint. It is recommended you seek the guidance of a Contact Person to support you through this process. All formal complaints will be investigated fully.

Confidentiality

College will maintain confidentiality when dealing with cases, it is important, for you too, to respect confidentiality and limit your discussions to a trusted friend or the Contacts listed.

How am I protected?

The College will seek to protect all parties involved from victimisation and any day to day negative impact on work or study.

If you are worried about the negative impact on your studies or grades you are advised to speak to a Contact Person or your Tutor.

Wellbeing

There are a range of student supports in College to help you maintain your wellbeing and manage the stress of being involved in difficult situations and you are encouraged to avail of these.

Speak to someone in confidence and mind your health

The Dignity and Respect Contact Persons

The Contact Persons offer a confidential advice service to students and staff. They will listen to you, help identify the issues and provide advice on the options you have. They will support you throughout the case.
Dignity and Respect Contact Persons

- Karl Flynn – karl.flynn@tcd.ie – T 01 896 3545
- Eugene Rhatigan – rhatigae@tcd.ie – T 01 896 3978
- Brett Williams – brett.williams@tcd.ie – T 01 896 4013
- Orla McCarthy – Orla.mccarthy@tcd.ie – T 01 2924
- John Munnelly – munnellj@tcd.ie – T 01 896 2487 / 087 2653374
- Ruth Torode – rtorode@tcd.ie – T 01 896 1025
- Diane Sadler – diane.sadler@tcd.ie – T 01 896 1111
- Mabel Denniston – mabel.denniston@tcd.ie – T 01 896 1576
- Brian Foley – brian.foley@tcd.ie – T 01 896 1744
- Elizabeth Curtis – curtise@tcd.ie – T 01 896 3533
- Inmaculada Arnedillo-Sanchez – macu.arnedillo@cs.tcd.ie – T 01 896 3661

Other sources of help

- Your Tutor (Senior Tutor’s Office)
- Postgraduate Advisory Service
- Students’ Union Welfare Officer
- President of the GSU
- Student Counselling Service
- Equality Officer
- College Health Service
- College Chaplains
- Student2Student peer support
- Please Talk www.pleasetalk.ie
- College security (emergencies) T 01 896 1999

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