UCD REPORT AND SUPPORT

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Bullying, Harassment, Sexual Harassment

Anonymous Reporting: The First Three Months

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Context

The UCD Dignity and Respect Policy commits to the principle that all members of the University community have the right to work and study in an environment which is free from bullying, harassment and sexual harassment. While we have had a formal complaint process in place for many years it is acknowledged that for a variety of reasons some people feel unable, or choose not to, make formal complaints or engage with the informal means of resolving issues of this nature, which results in a relatively small number of complaints each year. In recognition of this UCD launched a new online anonymous reporting system UCD Report and Support to provide students and employees with a tool to report incidents of bullying, harassment and sexual harassment they have experienced or witnessed on an anonymous basis. UCD Report and Support also provides access to important information about the supports available, and encourages those reporting to avail of these, as well as information on the informal and formal options for raising concerns and making complaints. The University is actively promoting a culture of zero tolerance to bullying, harassment and sexual harassment for all members of our community. The Report and Support tool is one element of this broader framework and further information about UCD activities aimed at eliminating discrimination and creating an inclusive University free from bullying, harassment and sexual harassment can be found here:
https://www.ucd.ie/equality/support/dignityrespect/

UCD is committed to enhancing transparency about reported incidents of bullying, harassment and sexual harassment and is using this report to publish data collated using the anonymous reporting tool during the first 3 months since its launch at the start of the Spring trimester. To provide a holistic view historical data relating to formal complaints made under the Dignity and Respect Policy has been included in this report. The intention going forward will be to publish annual reports with data from both the Report and Support system and the formal complaints process. It is anticipated that through using the tool and being directed to information about the supports available and the informal and formal options, more people may choose to formally report incidents.

Objectives

The objectives of introducing UCD Report and Support:

- To enable those experiencing or witnessing incidents of bullying, harassment and sexual harassment to make the University aware of their experiences without the need for disclosing personal details.
- To enable the University to direct those reporting incidents to appropriate support services.
- To make those reporting aware of the informal options for resolution if appropriate and the formal complaint procedure so that individuals are encouraged to come forward with their issues and to seek resolution.
- To monitor and report on the number and categories of incidents of bullying, harassment and sexual harassment to help the University better understand its culture in relation to dignity and respect issues.
- To identify any trends or significant issues that the University can respond to through targeted actions or initiatives.
- To raise awareness of the dignity and respect issues faced by members of the University community.

Anonymity

Report and Support uses a survey to collate data. A series of questions are posed to enable the University to understand the nature of incidents of bullying, harassment and sexual harassment. It has been carefully designed to ensure that there is no risk of identification of the individual making the report or the individual that the report relates to. Questions and responses are selected from predetermined menus, with no free text options.

Quarterly Report – Analysis

UCD Report and Support tool went live on 20 January 2020 to coincide with the start of the Spring trimester. It is suspected that data for the first quarter has been impacted by the unprecedented circumstances caused by Covid-19. Following the move to studying and working remotely a fall in the number of reports received in March and April is noted. The reporting period for the data analysed is the first quarter of the year: **20 January 2020 to 20 April 2020**. A total of 50 anonymous reports were received in the first three months. Increased reporting is anticipated during the next academic session, as further communications and awareness raising activity is rolled-out.

The following graphs and tables provide an overview of the number and nature of reports made by employees, students and others[1] during the first quarter of 2020.
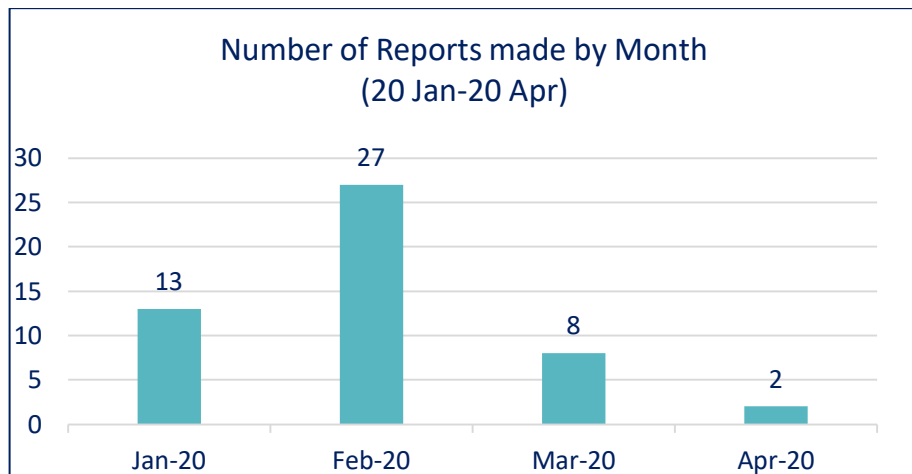

Figure 1: Total number of Reports made under the Report and Support tool 20 January – 20 April 2020.

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[1] Other includes, but is not limited to, the conduct of contractors, subcontractors, vendors, members of University societies/clubs, those who engage and/or who interact with the University and/or its associated bodies, those who provide services to the University, those who avail of services and/or are visitors of and to the University or any of its associated bodies.

Category of Reported Behaviour

- Bullying
- Sexual Harassment
- Harassment
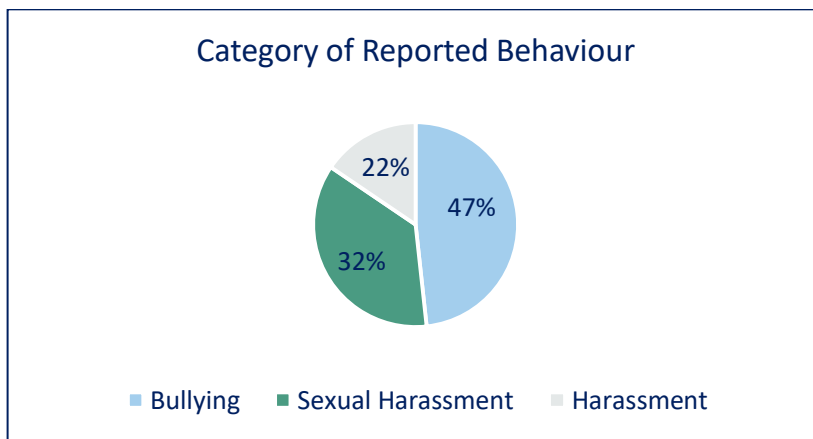
Figure 2: Percentage of total reports by category of behaviour.
Those reporting may select more than on category. Categories were cited 60 times across 50 reports.

Reporting Behavior	Employees	Student	Other /Visitors
Bullying	14	12	2
Sexual Harassment	10	9	0
Harassment	3	9	1
Total	27	30	3

Table 1: Reports by Employees, Students and Other, by category of behaviour.
*Those reporting may select more than one category of behaviour.*

Reporting on Behalf of Myself	Total	Female	Male	PNS/G NB*	% Female
Employees	16	11	2	3	69
Students	20	14	4	2	70

Table 2: Number and Gender breakdown of reports by Faculty, Staff, Students and other
[PNS/GNB = Prefer not to say and gender nonbinary]*

Reporting on Behalf of Someone	Total
Employees	7
Students	5
Other	2

Table 3: Number of reports made on behalf of someone else (bystanders).
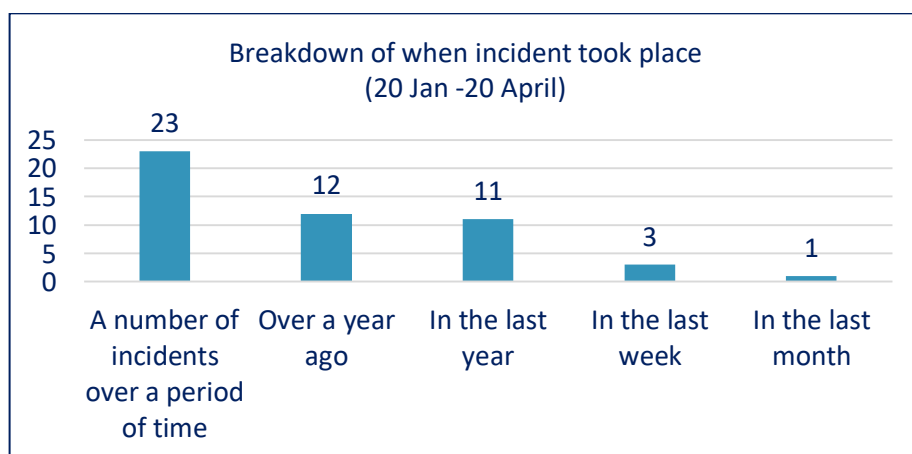
Figure 3: Breakdown of timeline of when incident(s) occurred.

- The most cited type of behaviour was bullying. It was reported 28 times in the 50 reports received. Bullying was cited most by employees and students.

- Sexual Harassment was cited 19 times in the 50 reports received during this period. 12 incidents of sexual harassment were reported to have taken place on the university campus. Reports of sexual harassment included 9 reports of *sexual assault / coersive sexual intercourse*. Of these 9 reports, 5 people reported their own experiences and 4 people reported on behalf of someone else.

- Employee student breakdown: 25 reports were made by students with slightly less reports made by employees at 23 reports and 2 reports were made by 'other'.

- Of those reporting about their own experiences, 69% of employees were female and 70% of students were female.

- 24% of the reports related to incidents that occurred "over a year ago." The reporting of historical incidents is anticipated for the first year of the system's operation and this is in line with the experience of several UK institutions that have implemented similar reporting tools.

- The Report and Support tool also provides the University with qualitative data, such as the reasons why the individual is choosing to report anonymously. The following are the reasons cited most for reporting anonymously:
    - *I'm worried that the person causing the offence would retaliate*
    - *Nothing would be done if I made a complaint*
    - *I have concerns it might affect my current/future career*

    As more reports are made, analysis of responses to this question and others will guide the University in tailoring and targeting its awareness raising activities and enable it to take proactive steps in ensuring that members of the University community are aware of the available supports and feel supported in raising concerns.

- A key aim of Report and Support is to ensure that those reporting can be directed to appropriate university and external supports. 58% of those using the anonymous reporting system indicated that they had already sought support from a family member, friend, UCD service or an external support organisation.

Formal Complaints

The Dignity and Respect Policy was revised and launched in December 2017. The data below relates to formal complaints made under this policy since the academic year 2017/2018. This policy is currently under further review to assess its effectiveness based on consultation with key stakeholders and in response to developments at national level. The revised policy will be launched in the first trimester of the academic year 2020/2021 followed by a range of ongoing activities to raise awareness around dignity and respect and this policy. Points to note include:

- 27 complaints of bullying, harassment or sexual harassment were made by students, employees and others.
- The majority of complaints were made by students (15) compared to employees (10).
- Total complaints of bullying were the most common (14) closely followed by sexual harassment (12).

Academic Year	2017-18	2018-19	2019-20	Total
Student	6	6	5	17
Employee	4	3	3	10
Total per year	10	9	8	27

Table 4: Total complaints* by complainant type.
*Total numbers refer to complaints received, which includes any that were later withdrawn or deemed out of scope.

Academic Year	2017-18	2018-19	2019-20	Total
Student-Student	5	4	4	13
Employee-Employee	3	3	3	9
Student-Employee	0	2	0	2
Employee-Student	1	0	0	1
Other/Unknown	1	0	1	2
Total per year	10	9	8	27

Table 5: Total number complaints by complainant & respondent type

Academic Year	2017-18	2018-19	2019-20	Total
Bullying	6	4	4	14
Harassment	0	1	0	1
Sexual Harassment	4	4	4	12
Total per year	10	9	8	27

Table 6: Total number of complaints by category of behaviour

Academic Year	2017-18	2018-19	2019-20 to-date	Total
Total Students	6	6	5	17
Bullying	3	3	2	8
Harassment	0	1	0	1
Sexual Harassment	3	2	3	8
Total Employees	4	3	3	10
Bullying	3	1	2	6
Harassment	0	0	0	0
Sexual Harassment	1	2	1	4
Total	10	9	8	27

Table 7: Complaints made by category** and complainant type

**Currently complainants are not asked to select a category on the complaint form; the numbers for cases of bullying, harassment and sexual harassment are extrapolated from the content of the complaint.

Future Monitoring and Reporting

UCD will use the data relating to complaints and reports of bullying, harassment, sexual harassment and sexual misconduct to inform the development of initiatives and activities designed to prevent such behaviour, enhance supports for those experiencing bullying, harassment, sexual harassment or sexual misconduct and promote a safe and respectful environment for all.

Quarterly reports of the UCD Report and Support tool will be analysed and statistical data will be shared with relevant University management groups and the College Principals and Vice Presidents to encourage proactive responses as we work towards the elimination of such behaviour.

An annual report on Dignity and Respect in UCD will be submitted to UMT which will include data relating to the number and nature of anonymous reports and formal complaints made under the Dignity and Respect Policy and activities and initiatives that have been taken to address themes arising. An interim report will be submitted to UMT and published in January pending the commencement of the annual reporting cycle, which will begin at the end of the academic year 2020/21.