

# EL6041 – INSTRUCTIONAL DESIGN

## PODCAST ASSIGNMENT - SCRIPT

<u>ITEM</u>	<u>SCRIPT</u>
00:00 TO 00:15 [INTRO MUSIC]	Vivacity (MacLeod, 2014)
00:08 TO 00:56 INTRODUCTION	<p>Hello and welcome to the latest instalment of the University of Limerick Clubs and Societies Administration Podcast. On today's episode, we will be focusing on the Clubs and Societies Bullying and Harassment Policy (UL Clubs and Societies, 2018). The Clubs and Societies organisation will be referred to as "C&amp;S" from this point, to avoid confusion when we talk about your individual club or society.</p> <p>By the end of this episode, you will know how to appropriately handle any complaints relating to bullying and harassment which your committee may receive. We will start by looking at what is meant by harassment and bullying for the purposes of this policy. We will then cover both the informal and formal procedures available to solve disputes, and to conclude, we'll briefly examine the appeals process members may pursue should they be unhappy with your committee's decision regarding these matters.</p> <p>Without further delay, let's begin.</p>
00:56 TO 01:01 [TRANSITION MUSIC]	Western Streets (MacLeod, 2007)
01:01 TO 03:15 PART ONE: WHAT ARE BULLYING AND HARASSMENT?	<p><b>PART ONE: WHAT ARE BULLYING AND HARASSMENT?</b></p> <p>UL's clubs and societies are volunteer led organisations. As such, it is expected everyone involved treats others with - and is in turn treated with - respect and dignity. Bullying of any kind is not tolerated within C&amp;S. If a member is found to have engaged in such behaviour, disciplinary action may be taken which can result in their expulsion from the organisation.</p> <p>Let's look at what this policy intends to deal with:</p> <ul style="list-style-type: none"><li>• Firstly, this policy applies to everyone involved in C&amp;S activities, including committee members, ordinary members, staff and anyone who takes part in your events (like trainers, guests, etc). It applies regardless of whether the activity is taking place on campus or off-site.</li></ul>

	<ul style="list-style-type: none"> <li>• Harassment is any conduct which is “deemed unwelcome and offensive, humiliating, intimidating or discriminatory” (UL Clubs and Societies, 2018, p.14) towards another member. This could be spoken words, gestures, or the distribution of photos or other written materials.</li> <li>• By discrimination, we are referring as a general rule to the nine grounds for discrimination which are set out in The Equal Status Act (Equal Status Act 2000). These are: race, religious belief, age, sexual orientation, disability, marital status, membership of the Traveling community, gender and family status.</li> <li>• Sexual Harassment is “all unwelcome and sexually offensive [...], humiliating or intimidating actions. This may be acts of physical intimacy, spoken words, gestures or the production, display or distribution of written materials or photos, or requests for sexual favours” (UL Clubs and Societies, 2018, p.14).</li> <li>• Bullying is “repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others in the course of club or society activities, which could reasonably be regarded as undermining the individual’s right to dignity” (UL Clubs and Societies, 2018, p.14). A one-off incident might not be considered bullying. It would be classed as a disciplinary issue. Bullying can include “oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which are offensive to fellow members” (UL Clubs and Societies, 2018, p.14).</li> </ul> <p>Let’s move on to the procedures your committee must follow if incidents such as these occur.</p>
<b>03:15 TO 03:18</b> <b>[TRANSITION</b> <b>MUSIC]</b>	Western Streets (MacLeod, 2007)
<b>03:18 TO 04:55</b> <b>PART TWO: THE</b> <b>INFORMAL</b> <b>PROCEDURE</b>	<p><b>PART TWO: THE INFORMAL PROCEDURE</b></p> <p>An informal approach is often more effective at dealing with issues. While it doesn’t diminish the effects on the aggrieved parties, it can achieve a resolution quickly and with as little stress and conflict as possible. You should:</p> <ul style="list-style-type: none"> <li>• Advise the complainant to approach the alleged perpetrator to explain to them clearly that they find the behaviour unacceptable.</li> <li>• If the complainant does not feel comfortable making this approach, suggest that they either seek the support of a fellow society member or that of a committee member in doing so.</li> </ul>

	<p>Ideally, the problem is resolved at this point. The individuals involved are to be offered any support they may require (such as counselling for example).</p> <p>An alternative option to informally solve an issue is mediation. This is where the parties involved try to resolve problems in a meeting with an objective mediator, without going through a formal investigation.</p> <p>Your committee should suggest mediation as an option. If both parties agree to engage:</p> <ul style="list-style-type: none"> <li>• Contact UL Student Life’s Head of Student Engagement (or the General Manager in cases where the Head of Student Engagement is unavailable) and they will appoint an independent Mediator who is acceptable to both the complainant and the accused.</li> <li>• The Mediator organises a private meeting between the people involved to discuss the issues and attempt to come to a solution.</li> <li>• If agreement is reached, the Mediator creates a written record of the result and seeks the signatures of both parties.</li> <li>• If mediation breaks down however, the only other option is for the complaint to be investigated on a formal basis. The Mediator will not be involved in the investigation.</li> </ul>
<p><b>04:55 TO 04:59</b> [TRANSITION MUSIC]</p>	<p>Western Streets (MacLeod, 2007)</p>
<p><b>04:59 TO 08:15</b> <b>PART THREE: THE FORMAL PROCEDURE</b></p>	<p><b>PART THREE: THE FORMAL PROCEDURE</b></p> <p>If addressing the issue informally is inappropriate, or if the informal approach fails to resolve the conflict, the first step towards formally handling the complaint is for the person who feels that they have been wronged to submit a written complaint to the committee detailing the alleged incidents as precisely as possible. Their complaint should include:</p> <ul style="list-style-type: none"> <li>• The name of the accused.</li> <li>• Details of what occurred.</li> <li>• Dates and times of incidents.</li> <li>• Possible witnesses.</li> <li>• Whether or not the complainant has tried to resolve the problem already.</li> </ul> <p>There are now a number of steps which the committee must follow:</p> <p><b><u>STEP 1: COMMENCE THE INVESTIGATION</u></b></p> <p>On receiving the complaint, you must:</p> <ul style="list-style-type: none"> <li>• Inform the alleged perpetrator in writing that an allegation has been made against them.</li> <li>• Provide them with a copy of the complaint as soon as possible.</li> </ul>

- Assure them they will get a “fair chance to respond to the allegations [...] and that no decision will be made until a thorough investigation is complete” (UL Clubs and Societies, 2018, p.16).

The committee also needs to decide whether it is necessary to suspend the defendant from activities while the investigation takes place to avoid making the situation worse. If it is decided to do so, make it clear that this in no way implies wrongdoing, and that it is merely a precaution.

### **STEP 2: APPOINT AN INVESTIGATION TEAM**

Appoint two committee members to carry out the investigation. They must draw up clear terms of reference. These must include:

- The background to the complaint.
- A list of those that will be interviewed.
- The timeline for the investigation.
- A provision stating that the investigation will be conducted according to the C&S Bullying and Harassment Policy.
- Details of whether the investigation consider the allegations bullying or harassment.

### **STEP 3: INVESTIGATE THE COMPLAINT**

Arrange separate meetings with the complainant, alleged perpetrator and any named witnesses. At each meeting, ask for responses to the allegations. All parties can be accompanied by a representative to the meeting who can take notes but not actively participate. One of the investigation team should keep notes during the meetings, and at the end these should be read out and signed by the parties to confirm they are an accurate picture of what was said.

### **STEP 4: REPORT**

The investigators submit a written report to your club or society’s Disciplinary sub-committee. The report should not make any decision on the outcome. It is the Disciplinary sub-committee who come to a decision to uphold or reject the complaint.

### **STEP 5: OUTCOME**

“If the complaint is upheld, the club or society begins the C&S Disciplinary Procedure” (UL Clubs and Societies, 2018, p.17) with the perpetrator. Possible sanctions can include temporary suspension from activities or even expulsion from the club or society.

If the complaint is not upheld, the committee should organise a mediation session between both the parties to determine whether they can put differences aside and continue to participate despite the alleged incident. A decision on this must be made at this mediation session.

	<p>If the committee feels the complaint was malicious (for example, made to discredit or hurt the accused), the committee should proceed with the C&amp;S Disciplinary Procedure against the complainant.</p> <p>It is worth noting that, throughout the process, all parties involved must maintain complete confidentiality. Remind people of this during the process to ensure there is no unintended consequences to the investigation.</p>
<b>08:15 TO 08:19</b> <b>[TRANSITION MUSIC]</b>	Western Streets (MacLeod, 2007)
<b>08:19 TO 08:54</b> <b>PART FOUR:</b> <b>APPEALS PROCESS</b>	<p><b>PART FOUR: APPEALS PROCESS</b></p> <p>If either party is unhappy with the resolution, they can lodge a formal appeal to the Clubs and Societies Executive Committee within 21 days. They should submit their reasoning for appealing via email to UL Student Life’s Head of Student Engagement or the General Manager where appropriate.</p> <p>The Executive:</p> <ul style="list-style-type: none"> <li>• Appoints two members to investigate the appeal.</li> <li>• They might choose to conduct interviews with the parties again to determine the facts of the case.</li> <li>• They will arrive at a decision within ten working days of receiving the appeal. This decision is final and concludes the process.</li> </ul>
<b>08:54 TO 08:58</b> <b>[TRANSITION MUSIC]</b>	Western Streets (MacLeod, 2007)
<b>08:58 TO 09:45</b> <b>CONCLUSION</b>	<p>In this podcast, we have looked at the various stages of the University of Limerick’s Clubs and Societies Bullying and Harassment Policy. We started by discussing exactly what is meant by bullying and harassment, outlined both the informal and formal processes to be followed when your committee is handling a complaint, and looked at the appeals process in the event a party is unhappy with the decision that is ultimately reached. You should now feel confident that if a dispute arises during your time as a member of club or society committee that you know how to handle it in an efficient, professional and discreet manner.</p> <p>In the next instalment of this series, we will continue focusing on disciplinary matters by exploring the various options available to committees for sanctioning members who are found to have acted inappropriately.</p> <p>Thank you very much for listening.</p>
<b>09:37 TO 09:57</b> <b>[OUTRO MUSIC]</b>	Vivacity (MacLeod, 2014)



## REFERENCES

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