

ACTS Seminaries and member schools are committed to providing a community in which all individuals are treated with respect and dignity, free from bullying and harassment. ACTS considers bullying and harassment a serious offence and will not tolerate bullying or harassing behaviour that may undermine the respect, dignity, self-esteem, or productivity of any of its community members. ACTS encourages all persons to come forward with complaints. Unless complaints are reported and resolved, it is very difficult for ACTS to maintain a safe environment for working and learning.

It is normally desirable, if possible, to resolve complaints of bullying and harassment internally. This policy is not intended to constrain ordinary social or personal interaction between and among members of the ACTS community

- Matters of a minor sort, and those that can be addressed without the assistance of any formal procedures on the part of the consortium and its member schools, are entrusted to the wisdom and mature efforts of our students, staff, and faculty.
- Matters that are relatively minor, where some assistance from ACTS staff, faculty, or administration is desirable or necessary, but where there is no wish or need to engage in a formal action, may be addressed by bringing forward an informal grievance or expression of concern to the ACTS Contact Person. Initially, a Complainant may choose to discuss their concern with a Contact Person without giving the name of the potential Respondent. The anonymity of both the Complainant and the Respondent will be respected.

All complaints of bullying and harassment will be taken seriously and will be addressed in a confidential, impartial and timely manner. It is imperative that all members of the ACTS community understand the seriousness of any violation of this policy. Violation of this policy will not be tolerated and may be a disciplinary offence. To initiate a grievance regarding bullying or harassment, submit this form to the ACTS Contact Person.

If an investigation reveals evidence to support the complaint of bullying or harassment, the bully/harasser will be disciplined appropriately considering such factors as the severity of the bullying and harassment, whether such was intentional or unintentional, whether the incident is an isolated one, and any mitigating circumstances. Persons violating this policy that are subject to the authority of ACTS Seminaries may be subject to a range of disciplinary sanctions. This may include, but is not limited to, a letter of reprimand, revocation of privileges, suspension, expulsion or termination of employment for cause.

ACTS Seminaries welcomes all thoughtful, respectful expressions of concern, as well as suggestions for making our program more effective and more satisfying for the community. When students speak freely, we seek to listen carefully, in order to grow institutionally.

Name:	ID:	Date (DD/MM/YY):
Email:	Phone:	

Explanation of Formal Grievance or Concern:

Please note: Additional pages and/or documentation may be attached to the form at time of submission.

By signing below, you acknowledge that you have read and understood the *Concerns & Grievances* policy, everything you have stated is true to the best of your knowledge, you view your concern to be more than a minor/informal issue and wish for a record to be maintained by the ACTS Academic Success Committee by lodging a formal grievance or concern.

Signature: _____ Date: _____