

## Reporting and Resolution of Staff Sexual Assault, Harassment, Bullying and Discrimination Procedures

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<b>TRIM document</b>	2023/0001201
<b>Description</b>	These procedures are designed to facilitate the reporting and resolution of complaints against staff of sexual assault, sexual harassment, harassment, bullying or discrimination.

### Related documents

[Code of Conduct](#)

[Equity, Diversity and Inclusion Policy](#)

[Griffith University Academic Staff Agreement](#)

[Griffith University Professional and Support Staff Agreement](#)

[Griffith University Privacy Plan](#)

[Health and Safety Policy](#)

[Public Interest Disclosure Policy](#)

[Staff Harassment, Bullying and Discrimination Policy](#)

[Staff Sexual Assault and Sexual Harassment Policy](#)

[Reporting a concern form: for incidents of Sexual Assault, Harassment, Bullying and Discrimination](#)

### External Links:

[Anti-Discrimination Commission Qld](#)

[Australian Human Rights Commission](#)

[Fair Work Commission](#)

[Safe Work Australia](#)

[Queensland Ombudsman](#)

[Queensland Police Service](#)

[Workplace Health and Safety Queensland](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Disclosure and Reporting Options\]](#) [\[Responding to Disclosures and Reports\]](#) [\[Resolution of Formal Complaints\]](#) [\[Delegations\]](#) [\[Monitoring and Reporting\]](#) [\[Glossary of Terms\]](#)

## 1. INTRODUCTION

The University is committed to providing safe and inclusive campus communities and to responding appropriately and sensitively when incidents of sexual assault, harassment, sexual harassment, bullying, discrimination or sexual assault do occur.

The University has zero tolerance for sexual assault, harassment, sexual harassment, bullying and discrimination by staff and therefore encourages individuals to report incidents that they have experienced or witnessed. A range of options are provided including anonymous or identified disclosure, anonymous reporting and lodgement of formal complaints.

The health and wellbeing of affected individuals is of utmost priority to the University and as such, wellbeing and support services are available for any student or staff member who has been affected by these behaviours, including priority counselling appointments for individuals affected by sexual assault and sexual harassment.

All supervisors and managers will:

- take all reasonable steps to prevent harassment, sexual harassment, bullying, discrimination and sexual assault;
- respond to reports of harassment, sexual harassment, bullying, discrimination and sexual assault promptly and with respect.

In resolving complaints, the focus will be on the health and wellbeing of the individuals involved, having the alleged behaviours cease, providing support and education, and, as far as possible, providing meaningful outcomes for affected individuals.

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## 2. SCOPE

These procedures apply to:

- University staff and students who have experienced or are responding to an incident or disclosure of sexual assault, sexual harassment, harassment, bullying or discrimination by a staff member;
- the reporting, resolution and response to:
  - the conduct of Griffith University staff while engaged in University related activities on campus, in transit to/from campus, off campus and online;
  - complaints related to sexual assault, sexual harassment, harassment, bullying, or discrimination by a staff member.

### 2.1 Related University procedures

#### 2.1.1 Misconduct/Serious Misconduct

Where the Director, People and Wellbeing forms the view that the behaviour may constitute misconduct or serious misconduct under the provisions of the University Academic or Professional and Support Staff [Enterprise Agreements](#), dealing of the matter will end under these procedures and the matter will be managed as misconduct or serious misconduct accordingly.

#### 2.1.2 Complaints against students

The process for lodging a concern about students who are alleged to have engaged in sexual assault, harassment, bullying or discrimination is outlined within the [Procedures for Reporting and Responding to Student Sexual Assault, Harassment, Bullying and Discrimination](#). Further information is available in the [Student Misconduct Policy](#) and [Procedures](#).

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## 3. DISCLOSURE AND REPORTING OPTIONS

University staff have an obligation to behave professionally and with respect for others, ensuring that sexual assault, sexual harassment, harassment, bullying and discrimination are prevented and where incidents do occur, they are managed appropriately and with adequate support and empathy.

There are a range of reporting and disclosure options available to University staff and students who have been affected by sexual assault, sexual harassment, harassment, bullying or discrimination.

### 3.1 Danger or emergency

If staff or students are in immediate danger or require urgent medical attention, the first step should be to call emergency services on 000 (112 from mobile phones) or call Griffith University security on 3735 7777 (extension 7777 from any University phone).

### 3.2 Harassment and Discrimination Contact Officers

[Harassment and Discrimination Contact Officers](#) (HDCO) may be the first point of contact to provide information to the University community on policies and procedures related to the prevention, reporting and resolution of harassment, sexual harassment, bullying, discrimination and sexual assault.

HDCOs also:

- provide appropriate referral information, for example on staff and student counselling; and
- play an active and important role in promoting respectful behaviour on campus.

### 3.3 Counselling and wellbeing support

Incidents of harassment, sexual harassment, bullying, discrimination or sexual assault are likely to have an adverse effect on staff and student health and wellbeing. The University provides confidential counselling and wellbeing support services for [staff](#) and [students](#) who wish to disclose. In addition:

- The [Counsellor, Violence Response and Prevention](#) can provide a priority counselling and referral service to individuals who have been affected by or received a disclosure of sexual assault, sexual harassment or other personal violence.
- The [Health, Safety and Wellbeing team](#) can monitor the level of wellbeing support required by affected staff and make referrals to relevant services.
- Managers may seek specialised advice and guidance through the Employee Assistance Provider's [MyCoach for People Leaders service](#), to effectively respond to difficult work situations and challenges.

### 3.4 Informal disclosure

Informal disclosures are to inform the University of risks and events. This data aids the University to identify hazards and risks and implement preventative measures; and enables referral to counselling and wellbeing services.

When providing an informal disclosure, an individual can choose not request a formal investigation and their identity can remain anonymous. It is important to note that the University may choose to act upon data received from informal disclosures.

Informal disclosures can be made verbally or online:

- The individual may choose to provide a **verbal account of the incident** to a colleague, [HDCO](#) or [Counsellor, Violence Response and Prevention](#) in order to gain information about the support and formal reporting options.
- An individual may choose to **record an informal disclosure online**, providing information about the incident via the [Report a concern form: for sexual assault, sexual harassment, harassment, bullying and discrimination](#). The form provides the option to select 'informal disclosure'.

In accordance with the Griffith University Privacy Plan, a colleague or other responder may lodge a form on behalf of another individual, where that person is aware or has provided their consent to the disclosure. The individual can choose to disclose their identity or remain anonymous.

Each [online](#) disclosure will be provided with a unique identifying number, which can be used at any time following an incident should a complainant choose to escalate their disclosure to a formal complaint and where the alleged perpetrator remains a staff member or student of the University.

### 3.5 Reporting in GSafe

As outlined in the [Health and Safety Policy](#), staff and students can report incidents and risks electronically via [GSafe](#). An incident report can be lodged at any time. In accordance with the [Reporting and recording procedures for incidents, injuries, illness, hazards or near misses](#), the lodgement of an incident in GSafe will prompt automatic notification to the relevant [Health and Safety Adviser](#) and the Supervisor or Head of Element of the person involved.

### 3.6 Reporting online

At any time, an individual may lodge a formal report through the [Report a concern form: for sexual assault, sexual harassment, harassment, bullying and discrimination](#). Where appropriate, a colleague or other responder may lodge a form on behalf of another individual, with their consent.

The individual can disclose their identity or remain anonymous. In lodging a formal report, individuals are asked to provide as much information as possible about the incident, including:

- specific details of the incident (what, when, where and any relevant background information);
- actions they have taken to resolve the issue (if appropriate);
- contact the individual has had with the staff member who is the subject of the concern;
- contact the individual has had with other University staff regarding the incident and any outcomes;
- whether they want the University to investigate the issue with the alleged perpetrator;
- outcome/s sought as a result of the complaint.

Where an individual wishes to seek resolution via investigation, they should bear in mind procedural fairness considerations, that is, the alleged perpetrator will be given the opportunity to respond to the allegation. In these circumstances, the University will take reasonable steps to ensure that all individuals involved are not victimised.

### 3.7 Formal reports and complaints

As an alternative to reporting online, and in appropriate circumstances, an individual can lodge a formal complaint about staff conduct verbally or in writing directly with a [Senior Manager, Head of Element](#) or the Director, People and Wellbeing. In doing so, the individual can seek resolution or a formal investigation. These options are outlined below at [section 5 – Resolution of formal complaints](#).

In lodging a formal complaint, individuals are asked to provide as much relevant information as possible about the behaviour or incident (see checklist at 3.6, above).

Where an individual wishes to seek resolution via a Senior Manager or formal investigation, they should bear in mind procedural fairness considerations, that is, the alleged perpetrator will be given the opportunity to respond to the allegation. In these circumstances, the University will take reasonable steps to ensure that all individuals involved are not victimised.

The resolution process for formal complaints is outlined in full below at [section 5 – Resolution of formal complaints](#).

### 3.8 Anonymous disclosures, reports and complaints

It is recognised in some instances complainants may choose to report or disclose an incident anonymously. While the University treats all disclosures and complaints seriously, it may be unable to investigate a behaviour or incident either properly or fully, provide a decision or take action to resolve the issue when the source of the complaint is unknown.

An anonymous disclosure is appropriate if the individual does not wish the University to respond to the disclosure but would like a record made of the incident to identify underlying issues, risks or trends; and where they recognise that the University may not be able to take formal action.

### 3.9 Vexatious complaints

The University may decline to take action in respect of a disclosure or complaint that is assessed as frivolous or vexatious.

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## 4. RESPONDING TO DISCLOSURES AND REPORTS

While the University has a number of staff trained in responding effectively to disclosures of harassment, sexual harassment, bullying, discrimination and sexual assault, it recognises that any

student or staff member may be the first person to whom a disclosure is made. A [Guide to responding effectively](#) is available to assist staff and students.

The University community is encouraged to become aware of appropriate responses as part of their own professional development. This will increase the likelihood of an appropriate response should someone from the University community disclose to them.

If an individual is in immediate danger or requires urgent medical attention, the first step should be to call emergency services on 000 (112 from mobile phones) or call Griffith University security on 3735 7777 (extension 7777 from any University phone).

#### **4.1 Responding to a disclosure of sexual assault or sexual harassment**

As outlined in the *Staff Sexual Assault and Sexual Harassment Policy*, an incident of sexual assault may be reported to the University at any time following an incident, and regardless of whether or not it has been reported to the [Police](#).

A person hearing a disclosure should provide a safe and supportive environment for the survivor to disclose their experience, recognising that they have chosen the circumstances under which to disclose. It is important to remember that the response can have a significant impact on the survivor's ability to seek further assistance and recover from the trauma.

When responding to a disclosure of sexual assault or sexual harassment, individuals should follow these basic principles:

- provide your full attention;
- listen and believe;
- refer to/recommend specialised support (counselling, medical) and/or reporting;
- acknowledge that the survivor may or may not wish to report the incident formally; and
- look after yourself – seek [counselling](#) and be aware of the signs of [vicarious trauma](#).

#### **4.2 Responding to a disclosure of harassment, bullying or discrimination**

The University recognises that an individual may choose to disclose harassment, bullying or discrimination to an individual other than a [HDCO](#) in the first instance. To be effective in their response, individuals can follow these basic principles:

- ensure privacy;
- listen, show empathy and respect;
- refer and recommend specialised support;
- look after yourself – seek [counselling](#) if you are experiencing [vicarious trauma](#).

#### **4.3 Limits to confidentiality**

The University will support individuals who have been affected by sexual assault, sexual harassment, harassment, bullying or discrimination to manage their response on their own terms and when they feel safe and confident to do so. The University will at all times prioritise the health and safety of the affected individual however will not use or disclose personal information unless that individual is aware of, or has consented to that use of disclosure for the purposes of referral to support or reporting services.

In accordance with the [University Privacy Plan](#), the University may use or disclose personal information where required by law (eg. instances of child sexual abuse/assault), or where it is necessary for certain types of law enforcement, or where it is necessary to protect against a serious and imminent threat to a person's life or health.

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## **5. RESOLUTION OF FORMAL COMPLAINTS**

The University provides a range of options for resolving formal complaints including escalation through the options where previous attempts have been unsuccessful. It is important to note that not all resolution options are appropriate in certain circumstances (eg. incidents of sexual assault). Considerations relating to specific circumstances and options are outlined below, and the processes

for resolution under the options available are outlined in section [5.5 – Resolution Options](#). A summary of the resolution options is provided at [Appendix 1](#).

## **5.1 Complaints of sexual assault and sexual harassment**

The safety and wellbeing of a person making a complaint of sexual assault or sexual harassment is of utmost priority and University will support individuals to manage their response on their own terms and when they feel safe and confident to do so.

The University can accept a formal complaint at any time following an incident, regardless of whether or not it has been reported to the [Police](#), and may take action to resolve the complaint while the alleged perpetrator remains a staff member of the University.

Where an individual wishes to seek resolution via [Senior Manager](#) or [Formal Investigation](#), they should bear in mind procedural fairness considerations, that is, the alleged perpetrator will be given the opportunity to respond to the allegation. In these circumstances, the University will take reasonable steps to ensure that all individuals involved are not victimised.

Where it is considered that the allegations constitute misconduct/serious misconduct under the University's Academic and Professional and Support Staff Enterprise Agreements, resolution under these procedures will cease and disciplinary procedures commence.

Staff members who are required to respond to a complaint of sexual assault or sexual harassment should follow the principles outlined in section 4.2, above.

### **5.1.1 Inappropriate resolution methods for sexual assault and sexual harassment**

While the University encourages affected individuals to choose whichever course of action is best for them at the time, it recognises that resolution through own actions/conciliation is not an appropriate first step in response to sexual assault and may also be inappropriate in response to sexual harassment.

Similarly, the University considers that mediation will not be an appropriate method of resolution in response to incidents of sexual assault and may not be inappropriate in response to incidents of sexual harassment.

### **5.1.2 Operational measures**

On receipt of a complaint of sexual harassment or sexual assault appropriate measures may be put in place to support the health and wellbeing of affected individuals, as well as enable continuity to the work or learning environment during the process of an investigation. Appropriate measures will be at the discretion of the Director, People and Wellbeing.

## **5.2 Complaints of bullying, harassment or discrimination**

The University encourages staff to attempt resolution of bullying, harassment and discrimination at the local level in the first instance. Consequently, [resolution through own actions/conciliation](#) is often an appropriate first step for these behaviours.

Where resolution through own actions/conciliation is inappropriate or has been unsuccessful, an individual may choose to seek resolution via [Senior Manager](#) or [Formal Investigation](#).

It is important to note, that the nature of a matter may require a varied approach. For example where a matter has been escalated and the [Relevant Senior Officer](#) believes it could be resolved using another option.

Staff members who are required to respond to a disclosure or complaint of bullying, harassment or discrimination should follow the principles outlined in section 4.1, above.

## **5.3 Complaints from University Students**

A student who has a complaint about a staff member and cannot approach the staff member directly should raise the matter with that staff member's supervisor. In most instances this will be the Head of School or Element.

## **5.4 Mediation**

Mediation will not be appropriate in response to incidents of sexual assault and may not be appropriate in response to sexual harassment.

Mediation is a process in which an independent person, known as a mediator, assists the parties to identify and assess options, consider alternatives and try to reach an agreed resolution.

Where the complainant and the respondent agree, mediation may be utilised within each of the resolution options outlined in [section 5.5](#).

Mediation only occurs where all parties are willing participants. If either party is not willing then the matter may progress to an alternative resolution option. A list of appropriate mediators can be provided by your [Group HR Business Partners](#).

Any documentation related to a staff complaint resolution process will be stored in a confidential file in People and Wellbeing.

## 5.5 Resolution Options

While the University seeks to resolve incidents and behaviours at a local level, affected individuals are encouraged to choose whichever course of action is best for them at the time.

It is recognised that resolution through own actions/conciliation will not be appropriate in circumstances of sexual assault and may also be inappropriate to resolve incidents of sexual harassment.

Individuals are encouraged to seek information to understand their reporting and resolution options in the first instance. See [section 3 – Disclosure and reporting options](#) above for further information.

These resolution options are summarised at [Appendix 1: Options for reporting and responding to incidents of Staff Harassment Bullying and Discrimination and Sexual Assault](#).

### Option One – Resolution through own actions/conciliation

This option will not normally be appropriate following incidents of sexual assault or sexual harassment; however the University does encourage individuals to choose whichever course of action is best for them at the time.

#### **Direct contact**

Where an individual has a complaint regarding alleged harassment, bullying or discrimination, they can, where appropriate and where they feel confident to do so, raise the matter either verbally or in writing with the person who has undertaken the behaviour causing the complaint. This should be done as soon as possible after the behaviour has occurred.

- *The complainant may be accompanied by a support person (such as a friend or colleague) to raise the complaint verbally.*

#### **Other local contact**

If the individual feels that the nature of the relationship with a person that they allege has harassed, bullied or discriminated against them precludes them from raising the matter directly, they may choose to raise the matter with a [senior manager](#) in their area.

Where two or more persons believe they have a common problem this may, at their request, be dealt with as a single complaint.

- *Where there is a real or perceived conflict of interest in approaching the senior manager, the Relevant Senior Officer ([RSO](#)) should be approached.*

#### **Suggested timeframe**

The respondent shall attempt to address the issue and respond to the complainant preferably no later than 10 working days from when the matter was first raised.

#### **Mediation**

In appropriate circumstances and where the complainant and the respondent agree, they may request the assistance of an independent third party facilitator or mediator to assist in resolving the matter. [See 5.4 – Mediation](#), above for further details.

### Option Two – Resolution through Senior Managers

This option will not normally be appropriate following incidents of sexual assault.

If the matter is not appropriate for resolution through own actions, remains unresolved, or if the respondent has not responded within the recommended timeframe, the complainant may seek resolution through a [senior manager](#) or the [Head of Element](#).

If the complainant feels unable to raise the matter with that individual, the matter may be raised with an alternative senior manager.

The Head of Element or senior manager will attempt to resolve the complaint with the parties concerned. If it is determined that there are insufficient grounds, the complaint may be rejected at this stage.

- *The Head of Element or Senior Manager should seek information and guidance from the relevant [People and Wellbeing staff](#) in assessing and resolving the complaint.*
- *Managers may access the MyCoach for People Leaders service through the [Employee Assistance Provider](#) for support to work through challenging situations with their staff.*

### **Complaints regarding Head of Element**

If the allegation relates to the Head of Element, the complaint will go to the RSO in accordance with [Section 6 – Delegations](#).

### **Timeframes**

All matters should be responded to with a sense of urgency, and attempts to resolve the matter should occur within a timeframe agreed to by the parties concerned. The parties concerned will be informed of any changes to the agreed timeframes; and outcomes that may result from complaint resolution processes.

### **Mediation**

Where appropriate, and only where the relevant senior manager, the complainant and the respondent agree, a qualified, independent third party facilitator or a specifically trained University mediator may be requested to assist the process of resolution. [See 5.4 – Mediation](#), above for further details.

### **Referral to investigation**

If the Head of Element or senior manager attempting to resolve the complaint assesses that resolution can only be achieved through an investigation, they should discuss the matter with People and Wellbeing and consider seeking a [University initiated investigation](#).

## **Option Three – Resolution through formal investigation**

In the event that Options One and Two were not appropriate in the circumstances, or failed to resolve the matter to the satisfaction of the complainant, the matter may be referred to a formal investigation.

The investigation is not a disciplinary process, however where it is considered that the allegations may constitute misconduct/serious misconduct under the University's *Academic and Professional and Support Staff Enterprise Agreements*, disciplinary procedures may be commenced. This may occur at any stage of the investigatory process.

### **Lodgement of a complaint**

The matter should be lodged by the complainant either [online](#), verbally or in writing with the [RSO](#) or Director, People and Wellbeing. Upon notice of a complaint, and only where appropriate, the RSO will contact the complainant to determine whether they wish to attempt resolution of the matter by mediation, if this has not previously been attempted.

The RSO has discretion to determine whether the matter will proceed to formal investigation, based on the preliminary consideration of the grounds and context of the complaint.

### **Mediation**

If all parties agree to mediation, the RSO will engage one of the University's trained mediators or a qualified, external mediator. Mediation should preferably be commenced within 10 working days unless otherwise negotiated with the parties concerned. [See 5.4 – Mediation](#), above for further details.



The mediator will provide the parties and the RSO with a written summary of any agreements entered into at the conclusion of the process, regardless of the outcomes. If a mediation process fails to resolve the matter satisfactorily, or is deemed inappropriate in the circumstances, the complainant may still request the matter be formally investigated.

### **Investigations**

In conducting an investigation, the Investigator/s should focus on whether the complaint is substantiated and will conduct a thorough, fair and objective investigation and prepare a report based on the findings of the investigation to assist the RSO make a determination on the matter.

- *If gathering information directly from the parties involved, each party may choose to have a support person present who is not a legal practitioner.*

If a formal investigation is requested, the RSO may appoint one or more investigators to undertake the investigation

- *In carrying out the investigation, the investigator/s shall have access to all relevant information, records and persons, other than material that would not be revealed in accordance with the Information Privacy Act 2009 and Right to Information (RTI) Act 2009.*
- *In circumstances where access to this data is essential in properly considering the matters under investigation, the University's RTI Officer may make this material available.*

In some instances an external investigator may be appointed by the University, particularly where specific expertise is required, for example in relation to specific aspects of anti-discrimination legislation or in relation to sexual assault or sexual harassment.

The formal investigation process is characterised by a detailed examination of the information available, including that recorded at previous resolution attempts. An assessment will be made regarding the reliability and validity of the information gathered and findings made based on the balance of probabilities.

The investigation should be concluded with a report provided to the RSO as soon as possible after commencing the investigation process.

- *The RSO is responsible for making a decision taking into account the recommendations in the report as to what should occur, if anything, in order to finally address the matter.*

### **University Initiated Investigation**

The University may initiate an investigation if it has reason to believe that harassing, bullying or discriminatory behaviour is taking place or sexual harassment or sexual assault have occurred. For example, information received from anonymous disclosures and complaints may prompt a University Initiated Investigation. The investigation may be initiated by the Director, People and Wellbeing without a formal complaint being lodged by an individual, or during any step of this procedure.

### **Outcomes of an investigation**

Both the complainant and respondent shall be informed, in writing, of outcomes of any investigation, which may include (however are not limited to):

- recommendation that disciplinary action be taken under misconduct/serious misconduct provisions within the University's *Academic and Professional and Support Staff Enterprise Agreements*;
- referral to support services;
- where [required by law](#), referral to law enforcement agencies
- further monitoring of the situation;
- mediation or facilitation;
- training;
- finding the complaint was not substantiated or only substantiated in part;
- steps taken to resolve the complaint and return the complainant to the position they were in prior to the incident/s that lead to the complaint;

- apology or statement of regret; or
- requirement to change processes or procedures.

#### Option Four – External Agencies

##### **Bullying, Harassment (including sexual harassment) and Discrimination**

In cases of bullying, harassment and discrimination, where the individual remains dissatisfied with the outcome of a University investigative process, they may choose to refer their concern to an external body, such as the [Anti Discrimination Commission Queensland](#), [Australian Human Rights Commission](#), [Fair Work Commission](#), [Queensland Ombudsman](#) or [Workplace Health and Safety Queensland](#). If such steps are taken, any relevant University procedures being applied at the time will cease and the individual will no longer have access to these procedures for that particular matter.

##### **Sexual Assault**

For matters relating to sexual assault, an individual may choose to report an incident to the police at any time, requesting the police to investigate the matter. The lodgement of a complaint to the [Queensland Police Service \(QPS\)](#) will prompt an investigation by police.

- *Where QPS notifies the University of an active police investigation, any University process will be placed on hold.*
- *The University may choose to put in place measures to remove a staff member from the workplace during the course of a police investigation.*

Alternatively, a survivor may choose to report the matter anonymously to QPS utilising [alternative reporting options](#) (ARO).

## 6. DELEGATIONS

The Relevant Senior Officer (RSO) is the relevant:

- Dean (Academic) for academic groups.
- Head of Element (normally the Director) for administrative areas.

If the complaint relates to the Dean (Academic) or Head of Element, the RSO will be the relevant Pro Vice Chancellor or Deputy Vice Chancellor.

The RSO is responsible for:

- determining whether a complaint is capable of being substantiated or otherwise, and whether a matter proceeds or not; and
- making a decision.

The RSO may at any time refer the complaint to the Director, People and Wellbeing.

The investigator/s is responsible for carrying out a full and thorough investigation into a matter and preparing a report for the RSO on the matter.

## 7. MONITORING AND REPORTING

An annual report of de-identified disclosures and complaints made under this policy in which students are the victims, and the Student Assault, Harassment, Bullying and Discrimination Policy will be made to the University Council by the Provost, through the Vice Chancellor.

For the purpose of investigating and resolving serious incidents, a report of the incident will be provided to the RSO as soon as practicable.

A de-identified report of incidents of workplace bullying, harassment and discrimination will be provided to People and Wellbeing via HDCOs for the purpose of identifying behavioural trends, risks and training and awareness needs.

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## 8. GLOSSARY OF TERMS

**Element** refers to University business areas such as Schools, Departments, Centres and Offices.

**Group** is the Academic or Administrative group e.g. Griffith Business School, Corporate Services.

**Head of Element** is the head of a University business area and may be the relevant Office or Centre Director, Head of School/Department or equivalent.

**Misconduct and serious misconduct** are behaviours outlined within the Academic and Professional and Support Staff Enterprise Agreements.

**Relevant Senior Officer** – for the purpose of these procedures, Relevant Senior Officers are outlined above in Section 6 – Delegations.

**Procedural Fairness** is about providing a person who might be adversely affected by a decision a ‘fair hearing’ before the decision is made. Generally, a fair hearing involves disclosure, a reasonable opportunity to respond and impartiality. ([Queensland Ombudsman](#))

**Senior Manager** – A senior manager is a member of the Element or Group executive team and may include Discipline Heads, Deputy Heads of School/Department, Deputy or Associate Directors.

**Staff/Staff member** – includes all sessional, casual, visiting, honorary, adjunct, conjoint appointments and volunteers at Griffith University.

**Student** refers to a person who has an active enrolment status in a program of the University. Further detail is available in the Staff Sexual Assault and Sexual Harassment Policy.

**University related activity** means any conduct that is connected to the University, including conduct that:

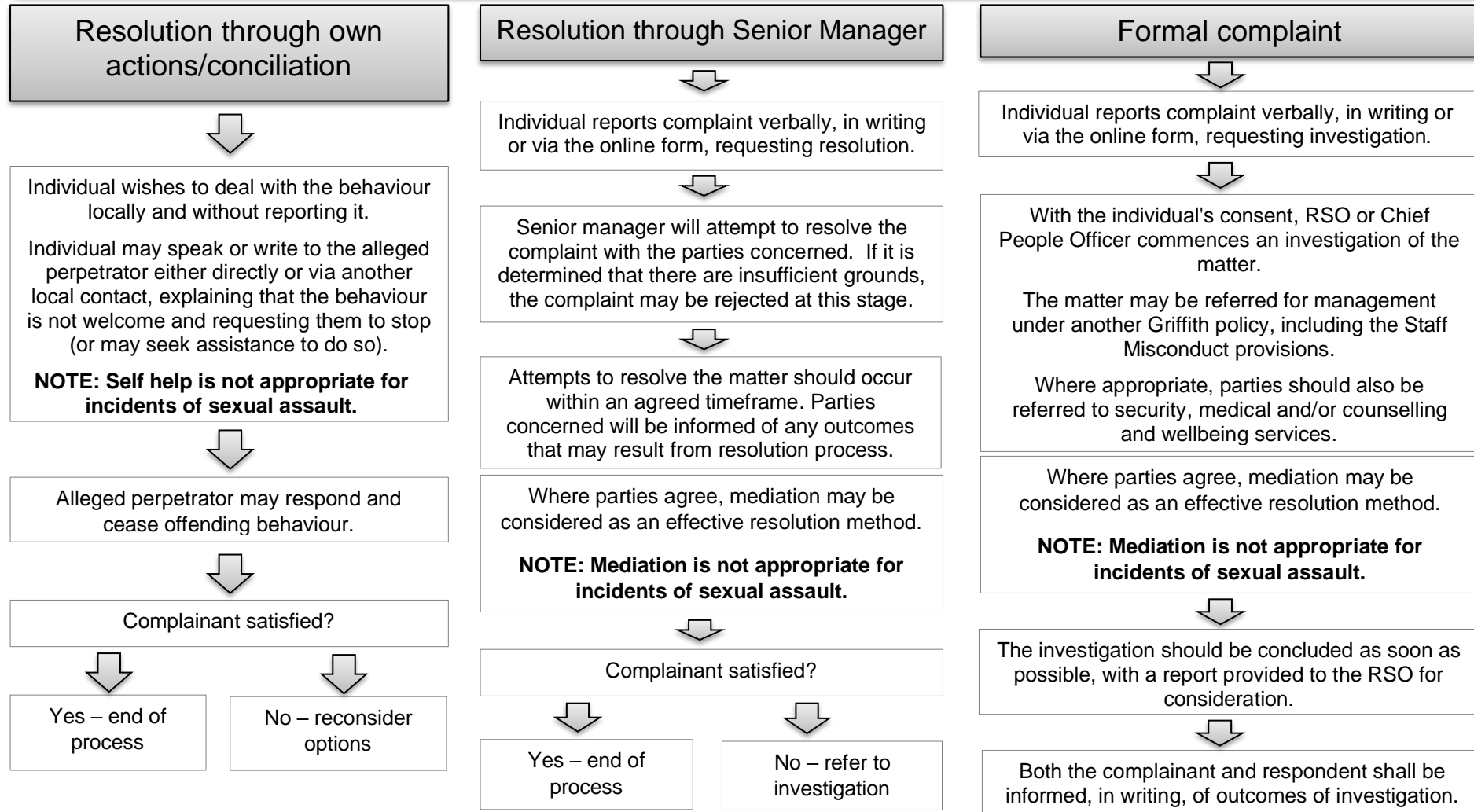
- occurs on, or in connection to, University lands or other property owned by the University or elsewhere in the context of a person’s membership of the University;
- occurs at or in connection with, a residential college that is located within University lands or is associated with the University;
- occurs using, or is facilitated by, University information technology resources or other University equipment;
- occurs during, or relates to, the performance of duties for the University;
- occurs during or in connection to any University related function or event (whether sanctioned or organised by the University or not) or when representing the University in any capacity.

**Vicarious trauma** – inner transformation that occurs in the inner experience of the therapist [or other professional] that comes about as a result of empathic engagement with clients' trauma material. ([Pearlman and Saakvitne \(1995\)](#)).

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## Appendix 1: Options for reporting and responding to incidents of Student Sexual Assault, Harassment, Bullying or Discrimination at Griffith University

In cases of sexual assault, or when students or staff are in immediate danger or require urgent medical attention, consider calling emergency services on 000 (112 from mobile phones) or call Griffith University security on 3735 7777 (extension 7777 from any University phone).



The University may initiate an investigation if it has reason to believe that harassment, bullying, discrimination, sexual harassment or sexual assault has occurred.