

# Sexual Misconduct Procedure

## Intent

This procedure outlines how the University will manage Reports and Complaints of Sexual Assault and Sexual Harassment, and should be read in conjunction with the [Bullying, Discrimination Harassment and Sexual Misconduct Policy](#).

This Policy addresses HESF Standards 2.2: Diversity and Equity, 2.3 Wellbeing and Safety, and 2.4 Grievances and Complaints.

## Scope

This procedure applies to all members of the JCU Community for any incident of Sexual Assault or Sexual Harassment regardless of where (University premises or elsewhere) or when, the incident occurred.

## Definitions

Except as otherwise specified in this Procedure, the meaning of terms used in this Procedure are as per the [Bullying, Discrimination, Harassment and Sexual Misconduct Policy](#) and the [University's Learning and Teaching Policy Glossary and the Human Resources Policy Glossary](#).

## Procedure

### 1. Responding to Sexual Assault

- 1.1 Every person in the University Community should respond compassionately to any person who discloses they have experienced, or who are experiencing Sexual Assault, respect privacy and confidentiality, assist the person to seek support, and be aware of how to Report (see Appendix 1).
- 1.2 Any member of the University Community may be a Bystander. A Bystander includes a person who observes someone Sexually Assaulting another person. A Bystander should call 000 in an emergency situation. A Bystander can intervene at the time, if they are able, and it is safe to do so. Bystanders should let the person subjected to the behaviour know that they've noticed, and let them know they will do what they can to help.
- 1.3 The safety, wellbeing and needs of the person who has been subjected to Sexual Assault are at the centre of JCU's response. To the fullest extent possible the wishes of the person subjected to Sexual Assault should be respected, and strict confidentiality applies at all times. Care must be taken not to dismiss a matter as trivial.
- 1.4 Any allegation of Sexual Assault must be immediately responded to in accordance with this Procedure. The contact details for crisis and specialist Sexual Assault Services and University support are identified in the Policy, and are available on the JCUSafe App.
  - 1.4.1 If the member of the University Community is Sexually Assaulted on a field trip, placement, or any location remote to a University campus, then the State-wide Sexual Assault Helpline should be called, or if interstate, then call 1800 RESPECT (1800 737 732).
  - 1.4.2 If overseas, field trip supervisors/support Staff should contact Chubb Assistance immediately who will guide them through the relevant country's medical/police system. The Chief of Staff, as the University's Critical Incident Coordinator and Sexual Misconduct Officer, will also assist with consular support and return to Australia as necessary.
  - 1.4.3 To ensure safety and wellbeing, this may require returning the person subjected to the Sexual Assault to their home location (if remote to the campus or overseas). As a Precautionary Measure the alleged perpetrator may also be brought back to their home location. If in residential accommodation on campus, alternative accommodation may also be required. These Precautionary Measures, if required, will be coordinated through a Sexual Misconduct Officer.

- 1.5 The University's response to Sexual Assault is integrated with specialist Sexual Assault Support Services. These community-based specialist Sexual Assault Support Services provide independent and expert support to Staff and Students of the University who are victims of Sexual Assault. The University will provide additional and complementary support services.
- 1.6 The JCU Respect Online Module, the University's Safety and Wellbeing Website and the JCU Respectful Relationships Workshops provide information on recognising Sexual Misconduct, responding to disclosures, referral to appropriate support services and reporting to the University. Supervisors and Managers have a responsibility to address Sexual Assault immediately if they become aware of Sexual Assault

## 4.2 Reports may be submitted anonymously

subject to that conduct will be notified in writing of the change in Precautionary Measures at least 7 days before the Precautionary Measures are amended or removed.

## **6. Making a Complaint**

- 6.1 Any person can make a Complaint about conduct of Students, Staff members, Affiliates or members of Council, which may amount to Sexual Misconduct in breach of the *Bullying, Discrimination, Harassment and Sexual Misconduct Policy*.
- 6.2 A Complaint can be made regardless of:
  - 6.2.1 where the conduct occurred;
  - 6.2.2 when the conduct occurred;
  - 6.2.3 whether the conduct occurred in the person's capacity as a member of the University Community.
- 6.3 There are no time limitations for making a Complaint to the University.
- 6.4 When a person subjected to Sexual Assault or Sexual Harassment

possible breach of the *Bullying, Discrimination, Harassment and Sexual Misconduct Policy* constituting

9.5.2 interviewing witnesses, including the Complainant; and

9.5.3 requesting that witnesses provide certain documents or information.

- 9.6 Excepting clause 9.3 above, the person investigating the Complaint does not have power to compel any person to attend an interview or to produce documents or information.
- 9.7 The investigator will make recommendation(s) to the Director Human Resources, or the Director Student Services as relevant, on the extent and nature of the allegations to be put to the Respondent..
- 9.8 Where a Preliminary Inquiry determines that there is insufficient information to progress the Complaint, it will be closed and the Complainant notified. The University will continue to provide support, including Accommodations to the Complainant. This decision to close a Complaint can be appealed (see section 13).

- b. if the Respondent denies the alleged conduct and/or denies that the conduct amounts to Sexual Misconduct in breach of the *Bullying, Discrimination, Harassment and Sexual Misconduct Policy*:
  - i. the Director Student Services will proceed to determine the Complaint in accordance with section 11 of this Procedure;
  - ii. the Director Human Resources





[Social Media Policy](#)  
[Student Review and Appeals Policy](#)  
[Student Complaints Policy](#)  
[WHS-PRO-015 Field Trip Procedure](#)

## Schedules/Appendices

Appendix 1: Guideline for Responding to Disclosures of Sexual Assault  
Appendix 2: Guideline for Responding to Disclosures of Sexual Harassment

[Statement of Commitment to the Elimination of Sexual Harassment and Sexual Assault](#)  
[JCU Sexual Harassment and Sexual Assault website](#)

## Related documents and legislation

### Commonwealth Laws

[Age Discrimination Act 2004](#)  
[Australian Human Rights and Equal Opportunity Commission Act 1986](#)  
[Disability Discrimination Act 1992](#)  
[Disability Standards for Education 2005](#)  
[Fair Work Act 2009](#)  
[Racial Discrimination Act 1975](#)  
[Sex Discrimination Act 1984](#)  
[Workplace Gender Equality Act 2012](#)

### Queensland State Laws

[Anti-Discrimination Act 1991](#)  
[Criminal Code Act 1899](#)  
[Criminal Law Amendment Act 1993](#)  
[Crime and Corruption Act 2001](#)  
[Disability Services Act 1992](#)  
[Human Rights Act 2019](#)  
[Industrial Relations Act 2016](#)  
[Work Health and Safety Act 2011](#)  
[Workers Compensation and Rehabilitation Act 2003](#)

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## Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

Approval Details

23-1

05/05/2023

12/05/2023

Amendments to clarify  
investigation of complaints  
and processes

Chief of Staff



