



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES

Sexual Assault and Harassment Policy and Procedure

SEXUAL ASSAULT AND HARASSMENT POLICY AND PROCEDURE

Definitions

1. Overview

TIIS is committed to providing a safe and respectful environment for study and work. It takes all allegations of misconduct seriously. This Policy sets out TIIS's position in relation to Sexual Assault and Harassment. Sexual Assault and Harassment are treated as critical incidents as outlined in the Critical Incident Policy.

2. Definitions

The Institute of International Studies ("TIIS")

Sexual Assault and Harassment Policy ("Policy")

Sexual Assault

Sexual Assault arises when a person is forced, coerced or misled into sexual acts against his/her will or without his/her consent. It covers any unwanted sexual behaviour that makes a person feel scared, or threatened, or degraded.

Consent

Consent is only given when a person willingly agrees. Consent cannot be provided by people who are incapacitated, unconscious, intoxicated, asleep, under threat, intimidated, misled or manipulated. Consent can be revoked at any time/point and once revoked any prior consent ceases to be relevant.

Harassment is any unwelcome behaviour that is offensive, intimidating or humiliating. It is not interaction or flirtation which is mutual or consensual.

3. Scope

This Policy applies to all people connected to or having business relationship with TIIS, including but not limited to students, staff members, directors and contractors ("Members of the TIIS Community").

4. Principles

1. All Members of the TIIS Community are entitled to feel safe and secure and to be treated with dignity and respect at all times.
2. TIIS does not tolerate Sexual Assault and Harassment. It will take all reasonable actions to prevent and/or prohibit behaviour not conforming with its acceptable code of conduct standards.

3. TIIS encourages the reporting of behaviour that is harmful or disrespectful to ensure such behaviour is addressed in a timely manner.
4. Where an alleged occurrence of Sexual Assault or Harassment is formally reported or disclosed, all parties involved will be treated with fairness and respect in accordance with the principle of natural justice.
5. TIIS recognises that provision of dedicated support services for Members of the TIIS Community who believe they have experienced Sexual Assault or Harassment is essential to ensuring their well-being and continued relationship with TIIS.

5. Responsibilities

TIIS will:

1. provide immediate and dedicated support services, including counselling service, to any Member of the TIIS Community who has experienced and reported Sexual Assault and Harassment;
2. investigate and act according to its policies and procedures, as well as any applicable Commonwealth and State legislation, if a formal report of Sexual Assault and Harassment is received

6. Disclosure of Sexual Assault or Harassment

1. Any Member of the TIIS Community who has experienced Sexual Assault or Harassment is strongly advised to disclose the incident to TIIS management;
2. If a person does not wish to disclose the incident, s/he is nonetheless encouraged to access the internal and external resources and support services that are available to them

7. Procedure for Disclosure

Disclosure can be made verbally or in writing to the Academic Director or the CEO of TIIS. If preferred, a standard form entitled “Disclosure of Sexual Assault or Harassment” is available on TIIS’s website for use.

8. Consequences

Conduct that breaches this Policy will result in a review and may result in disciplinary action. Where appropriate, the incident may be reported to the Police or made public.

9. Review of the Policy

This Policy will be reviewed and updated whenever necessary.

Standard Form - Investigating Sexual Assault and Harassment Incident

Details of investigation to be completed:

Incident	
Date/time/duration	
Place	
People interviewed	
Evidence collected	
Findings	

Action required	
Action taken & completion date	
Support provided to complainant	

Investigated by: _____ Date of investigation: _____
 Reviewed by: _____ Date of review: _____

1. Version History

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	13 April 2016	Document creation – Final Draft
2.0	Executive Management Committee	7 June 2019	Updated 7 June 2019 version 10

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