



GRIEVANCE PROCEDURE

Version: 3

This procedure is applicable to grievances concerning Sexual Harassment but is not limited to any one type of grievance.

The document is given to all members of College annually, and is made available to members of other Colleges on request.

Where an issue is raised about inappropriate behaviour by a resident of St Paul's College inconsistent with the College's Standards of Personal Behaviour¹, the following process will apply, where applicable:

Step 1 – Personal Approach

This advice applies whether you are resident in College, in another College, a student of the University at large, or a member of the public.

If the person raising the issues feels comfortable, they should approach the resident whose behaviour is a concern and communicate in an appropriate way with them why their behaviour is of concern and ask them to stop. If the person does not feel comfortable approaching the resident concerned, or they have tried this and it has not worked, move to step 2.

Step 2 – Contact the Dean of Undergraduates who will either work through these procedures with you or refer you to the current Harassment Officers.

Contact details for the Dean of Undergraduates are available from Reception in the College (9550 7444) or after hours by contacting the College Duty Officer (0422 888 970)

The Dean of Undergraduates is in charge of discipline in the College. Contacting the Dean of Undergraduates does not automatically trigger a disciplinary procedure, and advice, information on possible paths of action, other comment or information on referrals may be alternative outcomes.

Conversations with the Dean of Undergraduates are confidential but may in some cases involve the Dean of Undergraduates in taking advice via the Warden of the College or referring the matter to relevant authorities in some matters. Initially:

The [Dean of Undergraduates or his nominee] will listen to the issue and discuss the options available for resolving it including:

- (a) [The Dean of Undergraduates or his nominee] talking to the resident concerned.
- (b) [The Dean of Undergraduates or his nominee] facilitating a discussion between the person complaining and the resident concerned.
- (c) [The Dean of Undergraduates or his nominee] arranging mediation between the parties if both agree.



GRIEVANCE PROCEDURE

Version: 3

- (d) [The Dean of Undergraduates or his nominee] recommending that the matter be formally investigated.
- (e) At any point, the Dean of Undergraduates may ask the complainant to put the matter in writing or to indicate that notes he has taken are fair and accurate.

The Dean of Undergraduates or his nominee] will manage the issue as confidentially as possible and will not impose any outcome on the person raising the issue.

However, at any stage, the Dean of Undergraduates, the Warden or the Council of the College may determine that the issue should be investigated given the severity of the matters alleged and/or the risk to the reputation of the College.

If Step 2 is not appropriate or insufficient the matter may progress to Step 3.

The document College Standards of Personal Behaviour is indicative and principles-based and does not provide an exhaustive list of misdemeanours. Neither does it attempt to outline, embrace or necessarily refer to all Policies, Codes of Conduct or Laws in force.

Step 3 – Investigation

If any issue is unable to be resolved at steps 1 or 2 or the College Council decides to investigate the matter, the following process may apply, if applicable:

- (a) The person raising the issue is asked to provide a written summary of their complaint or certify that notes taken by the Dean of Undergraduates are fair and accurate.
- (b) On receipt of the complaint in this form and at this point (which may follow rapidly from 1 & 2), the Dean of Undergraduates and Warden will determine if an internal investigation should be undertaken, (by the Warden or a member of the College Council), or whether an external investigator is to be appointed.
- (c) The parties involved will be advised of the chosen investigator and the process to be followed.
- (d) The investigator will meet with each of the parties involved (and may meet with other witnesses as required).
- (e) The investigator may require other residents of the College to produce documentation.
- (f) The investigator will conduct the investigation as quickly, fairly and confidentially as possible, ensuring all relevant parties have an opportunity to be heard.



GRIEVANCE PROCEDURE

Version: 3

- (g) Following the completion of the investigation the investigator will report to the Warden about the findings of the investigation and the Warden shall fully inform the College Council.
- (h) Where it is found that a resident of the College has breached the Standards of Personal Behaviours, disciplinary action may be taken in accordance with the College by-laws including but not limited to caution, reprimand, warning, fine, compulsory counselling, removal of rights/privileges, community service, moving of rooms, suspension, expulsion and/or removal from the College's 'books'.

Other avenues of complaint:

The University of Sydney has readily accessible complaint resolution mechanisms which may be used in relation to residents who are students of the University, whether resident in College or not – and these may be used instead of the College Grievance Procedure. Each College also has its own Policy.

Complaints may also be taken to external bodies such as the Police, Anti-Discrimination Board of New South Wales and Australian Human Rights Commission.

Policy Date: 16 August 2010

Updated
Mar 2021

Availability

A copy of the St Paul's College Grievance procedure is made available by contacting the Sub Warden on 9550 7444.

- 1) The document College Standards of Personal Behaviour is indicative and principles-based and does not provide an exhaustive list of misdemeanours. Neither does it attempt to outline, embrace or necessarily refer to all Policies, Codes of Conduct or Laws in force.
- 2) A MOU between the Heads of Colleges is likely to make reference to external mediators or conciliators or investigators and especially where a complaint crosses College boundaries.
- 3) The Council may appoint annually one or more 'investigator, mediator or conciliator' and it is likely that one will be male and one female.