



SEXUAL ASSAULT AND SEXUAL HARASSMENT (SASH) PROCEDURE

Governing Policy

[Sexual Assault and Sexual Harassment \(SASH\) Policy](#)

Purpose

The purpose of this procedure is to:

- explain how persons can report SASH incidents;
- outline what support a person who reports SASH incidents will receive; and
- outline AIB processes for responding to and preventing incidents of SASH.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

1. Reporting an Incident

- 1.1. AIB will make available the details for how SASH incidents can be reported:
 - during Orientation and Induction sessions; and
 - on AIB's website, the staff intranet and the Student Learning platform; and
 - via internal signage in the AIB office.
- 1.2. Anyone in immediate danger should contact police (in Australia, phone 000).
- 1.3. A formal report may be made at any time, verbally or in writing to:
 - a member of the Student Support team; or
 - a SASH Officer ('first responder'); or
 - the external wellbeing support service (Converge International), which has trauma trained counsellors available;
 - a member of the Executive.
- 1.4. A factual report can be made about an incident that has happened to someone else by a witness or on behalf of the victim, but identifiable details of the victim should only be provided with consent of that person.
- 1.5. A victim/survivor will be able to:
 - choose whether to disclose and/or formally report an incident, and the type of reporting, if any, and their level of involvement in the process.
 - have a support person, or people, with them when they disclose, make a formal report or access AIB's services,

- decide if he or she wishes to report the matter to the police.

2. Initial Response to Reported Incidents

- 2.1. Incidents reported to AIB of sexual assault and/or sexual harassment will be prioritised to ensure timely action.
- 2.2. A person who discloses or formally reports to AIB that they have been sexually assaulted or sexually harassed will be advised of the option to report the incident to police; AIB will cooperate with police during any resulting criminal investigation.
- 2.3. Where a person discloses or formally reports that they have been sexually assaulted or sexually harassed, he or she will be advised if and how AIB is required to manage the disclosure or report under AIB policy, contractual requirements or legislated requirements.
- 2.4. AIB will endeavour to minimise the number of times a person needs to recount a traumatic experience.
- 2.5. The confidentiality of a person making a report, and the information provided, will be respected and not divulged to the police or other agencies without the consent of the victim unless AIB perceive any risk to the life, health or safety of any person.
- 2.6. Where the incident involves a person under the age of 18, AIB will complete legal obligations regarding mandatory reporting of a minor.

3. Provision of Support

- 3.1. Support will be made available to all parties throughout any reporting and incident management process.
- 3.2. AIB ensures the availability of trauma trained counselling services through Converge International; contact details can be obtained via the website, Student Learning Platform, staff intranet, and in orientation and induction information.
- 3.3. Support is also available via publicly accessible services such as the National Sexual, Domestic and Family Violence Counselling Service (1800 RESPECT) on 1800 737 732 (24 hours a day/7 days a week).
- 3.4. AIB will arrange for interpreter services where preference has been advised.
- 3.5. SASH Officers will be trained as 'first responders'; there will be at least one SASH Officer in each student-facing department as well as in the HR team.
- 3.6. A student who has experienced sexual violence (particularly sexual assault) may require special consideration for academic assessments and general study load. A formal report or complaint about their experience of sexual violence may not be required to apply for special consideration; the AIB Staff member to whom the experience is disclosed will advise the student how and by whom the special consideration will be authorised and actioned.

- 3.7. AIB will make every reasonable effort to protect the confidentiality and privacy of the student by limiting the circulation of any information about the nature of the special consideration as much as circumstances allow.
- 3.8. A staff member who has experienced sexual violence (particularly sexual assault) may be provided consideration in line with the AIB Flexible Work Policy, or the Leave Policy and Procedure.

4. Investigation

- 4.1. Formal reports will be acknowledged in writing and an investigation will be commenced by an impartial person of authority within 2 business days. This person may be a member of the AIB Executive, Human Resources or, if appropriate, an external party.
- 4.2. AIB will make every reasonable effort to complete its investigation within 45 business days; where longer durations are required, it will advise the relevant parties in writing and advise the anticipated timeframe for the final decision.
- 4.3. Where an incident has been reported to the police or the Equal Opportunity Commission, AIB will not proceed with any actions that may compromise such external investigations and will advise all relevant parties where this occurs. Where actions are required for safety reasons, these will also be advised to the relevant parties. On the completion of external investigations, AIB may then take action in line with its legal obligations and/or the Student Code of Conduct or the Staff Code of Conduct.
- 4.4. AIB will only provide details of the complaint to a person accused of sexual misconduct if doing so is not likely to cause further harm to the victim.
- 4.5. AIB Staff may be required to stand down, or a student required to take a Leave of Absence/may be suspended from studies during an investigation, and will be notified by the CEO in writing.
- 4.6. Where appropriate, witnesses may be interviewed as part of the AIB investigation.
- 4.7. An interviewees' own words will be used as much as possible, and he/she will be provided an opportunity to review and correct a formal statement obtained in an interview prior to the completion of that interview.
- 4.8. Information will be treated as confidential throughout the investigation.
- 4.9. The outcome of AIB's investigation will be provided in writing within 2 business days of the decision made.

5. Disciplinary Action

- 5.1. When appropriate, disciplinary action will be taken in accordance with:
 - Staff Code of Conduct Policy and Employment Agreements;
 - Student Code of Conduct Policy and Procedure.
- 5.2. Outcomes of AIB actions may include suspension or cancellation of enrolment or, termination of employment or contract with AIB.

- 5.3. AIB will liaise with police services and other authorities in the case of criminal investigations and action.
- 5.4. For students, appeals against the AIB decision can be made as per the External Appeals process, outlined as Stage 3 in the AIB Student Grievance Handling Procedure.

6. Preventative Measures

- 6.1. AIB monitors its online environment to ensure appropriate conduct of all users, as per its Acceptable Use of Information Technology Facilities Policy and Guidelines for Staff and Students.
- 6.2. AIB will ensure appropriate training for staff including:
 - awareness Training will be made available for staff to ensure appropriate response to sexual assault and sexual harassment incidents.
 - SASH Officers will be required to undertake mandatory 'first responder' training to facilitate respectful and appropriate action in response to a disclosure or formal report.
- 6.3. AIB will ensure any third-party services, including welfare and academic support services, provide appropriate 'first responder' training for student-facing staff and will evaluate all courses for impact and modified according to the findings.
- 6.4. AIB will provide information and materials on its website and learning platform for ongoing awareness and prevention.
- 6.5. In alignment with the AIB Workplace Health and Safety Policy and the AIB Student Support Policy and Procedure, AIB takes responsibility where practicable for ensuring the safety of on-campus and online environments. This includes but is not limited to:
 - restricted and secure provisions for building access/the AIB office;
 - notification via clear posters in staff community areas of on-campus contact officers such as anti-harassment officers, first aid officers and fire wardens;
 - Codes of Conduct for students and staff as accessible via the AIB website and staff intranet respectfully.
- 6.6. For AIB events, appropriate security provisions will be ensured which includes but is not limited to:
 - assurance that only invited persons are in attendance;
 - the wearing of clothing or labels with the AIB logo for the general purpose of identification of being an AIB staff member;
 - security staff as required.

7. Governance and Record Keeping

- 7.1. Incidents of sexual assault and sexual harassment will be recorded in AIB's confidential and secured Critical Incidents Register.
- 7.2. All documentation will be confidentially and securely retained as per the AIB Records Management Policy and Procedure, and the AIB Privacy Policy.

- 7.3. Summarised and de-identified reporting and incident data will be provided to Executive Management and the Board of Directors.

Related Forms:

Critical Incidents Register

Responsibility:

Chief Executive Officer

Current Status:	Version 1
Approved By:	Board of Directors
Effective From:	2 July 2020
Date of Approval:	2 July 2020
Previous Versions:	N/A
Date of Next Review:	2 July 2023