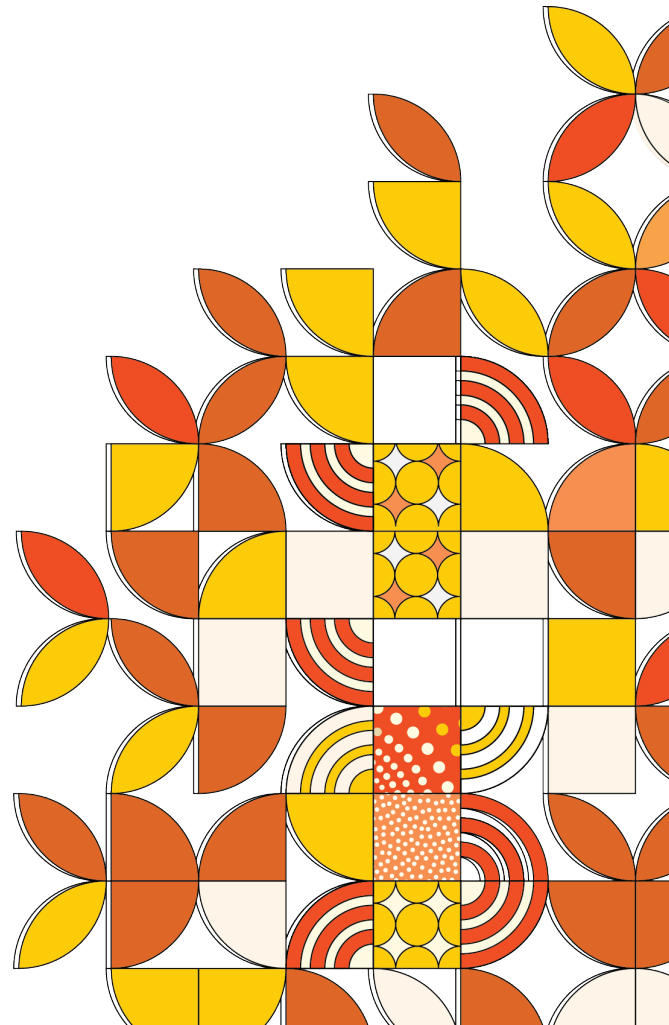


# Sexual Assault and Harassment Prevention and Response Procedure



## SECTION 1

### Purpose

1. This Procedure sets out the guidelines to provide a positive, safe, and supportive study and work environment for students, staff, and visitors to reduce and eliminate sexual harassment and sexual assault.
2. This Procedure provides procedures for implementing Sexual Assault and Harassment Prevention and Response Policy (SASH Policy).
3. This Procedure supports compliance with the Higher Education Standards Framework 2021, Standard 2.3 (*Wellbeing and Safety*), the Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).
4. This Procedure also sets out the operational guidelines for responding to and reporting on incidents of sexual assault or harassment to ensure immediate safety, support and procedural fairness.

### Scope

5. The Procedure applies to:
  - 5.1 To all Institute of Health and Management (IHM) Staff, students, contractors, business partners, interns, volunteers and visitors participating in online, on-campus and offshore activities, regardless of the location or environment in which the incident occurs.
  - 5.2 To current and historical reports of sexual assault and sexual harassment.
6. The Procedure is applicable to any sort of inappropriate behaviour which includes (but is not limited to):
  - 6.1 Sexual gestures, indecent exposure, or pictures, including technology-facilitated conduct such as social media, messaging platforms, non-consensual taking, and image-based abuse.
  - 6.2 Unwelcome hugging, touching, or other inappropriate physical contact.
  - 6.3 Sexual assault, rape, or abuse, including drink/needle spiking, coercion, threats, or abuse of authority/power differentials.
  - 6.4 Intrusive questions about physical appearance or personal matters.
  - 6.5 Suggestive comments, emails, or text messages, including online/offline stalking, persistent following, or monitoring of a person's activities
7. Sexual assault and harassment reported outside the scope of this Procedure (e.g., at a private venue or unrelated event) will not be investigated, but appropriate support, referrals, and guidance on external reporting will be provided to affected students and staff.

## Definitions

8. For definitions of terms specific to this Procedure, see the Sexual Assault and Harassment Prevention and Response Procedure. For other terms, refer to the Policy and IHM's [Glossary of Terms](#).

## Suite documents

9. This Procedure is linked to the following document:
  - 9.1 Sexual Assault and Harassment Prevention and Response Policy.
  - 9.2 Student Non-Academic Misconduct Procedure.
  - 9.3 Staff Complaints and Grievances Procedure.
  - 9.4 Other documents as listed in the 'Related Internal Documents' in Section 3 below.

## SECTION 2

### Awareness and Orientation

10. IHM is committed to preventing sexual misconduct in all environments through ongoing education, training, and awareness initiatives.
11. All students and staff must complete the IHM online education and awareness module via the learning management system. Students complete it prior to course commencement, and staff as part of induction. A Certificate of Completion is issued on successful completion.
12. Training and refresher sessions cover safe intervention strategies, including direct action, creating a distraction, and seeking help from IHM staff or emergency services.
13. A culture of active bystander intervention is encouraged, empowering students and staff to speak up or intervene safely when they witness unacceptable behaviour.
14. SASH awareness is reinforced through student orientation presentations, highlighting rights, responsibilities, available support services, and reporting pathways.
15. Staff receive education on the SASH Policy and Procedure through induction, ongoing professional development, and the Staff Code of Conduct.

### Precautionary Measures

16. On receiving a formal report of sexual assault or harassment, IHM will conduct a safety and risk assessment within 24–48 hours to determine whether precautionary measures are required pending investigation.
17. Measures will be tailored in consultation with the reporting party to prioritise safety and minimise distress. Options may include no-contact directions, timetable or class changes, alternative accommodation or supervision, modified assessments, or temporary work arrangements.

18. All precautionary measures are protective, not punitive, and do not imply guilt. Staff consultation may be required where operational adjustments are needed.
19. Failure to comply with a lawful and reasonable interim measure may constitute misconduct and trigger disciplinary action, but no adverse findings will be drawn solely from refusal to agree to a proposed measure.
20. IHM will minimise disruption to the reporting student or staff member and appoint a designated officer to coordinate support services, academic or workplace adjustments, and communication.

### Disclosure and Reporting

21. IHM encourages all students and staff who have experienced or witnessed sexual assault or sexual harassment to come forward by either making a disclosure or a formal report.
22. Disclosures and reports will be handled with compassion, respect, and confidentiality, in accordance with IHM's Policies and Procedures.
23. Disclosures can be made by:
  - a) Submitting the IHM [Critical Incident Report Form](#) via the IHM website.
  - b) Emailing [studentsupport@ihm.edu.au](mailto:studentsupport@ihm.edu.au) (students) or [hr@hcgroupp.com.au](mailto:hr@hcgroupp.com.au), People and Culture (staff).
  - c) Speaking with a Student Support Officer, Campus Manager, Registrar, People and Culture Officer, or any trusted staff member.
  - d) Anonymised reporting is available; anonymous reports will be risk-assessed and actioned where feasible.
24. When a student or staff member discloses sexual assault or sexual harassment, the respective IHM Officers will explain the full range of options available to them, including accessing support services and making a formal report.
25. The person disclosing may choose to only seek support and information without making a formal report.
26. A formal report can be made at any later stage if and when the person chooses, and is not required if the victim does not wish to pursue it.
27. All formal reports will be acknowledged within two (02) business days, with clear information provided on the next steps, anticipated timelines, and available support.

### 28. Internal Reporting

- 28.1 When an incident is reported by the student or staff, it is recorded using the Critical Incident Response Form and an entry is made in the Critical Incident Register (sexual assault) and the Internal Complaints Register (sexual harassment).
- 28.2 The student or staff member will be provided with support information and support as required and be advised about the possibility of external reporting based on the severity of the report.

- 28.3 A preliminary investigation will be initiated by the designated case officer or contact officer, in accordance with clauses 28 and 29, to gather the necessary information and commence the required action procedures.
- 28.4 Following the preliminary investigation, if any indication of potential sexual assault or sexual harassment (SASH) is found, the matter will be escalated to the IHM SASH Taskforce, as established under the SASH Policy and SASH Procedure for oversight and coordination of the formal investigation process.

## **29. External Reporting**

- 29.1 Anyone alleging sexual assault will be given the choice to report the matter directly to the police. IHM will respect their decision and, regardless of whether they choose to report to police, will continue to provide support, information, and guidance.
- 29.2 Where there is imminent risk, IHM will contact emergency services.
- 29.3 If the report involves a person under 18, mandatory reporting requires the IHM to notify police, and the individual will be informed immediately. If required, IHM will cooperate with the police inquiry and will continue providing support.
- 29.4 IHM will also report externally or contact emergency services if there is any threat, harm, or danger.
- 29.5 Where a matter is reported to both IHM and police, internal investigations may be paused pending the police outcome.
- 29.6 Reports from third parties such as witnesses, bystanders, support persons, parents, friends, or health professionals, and anonymous reports will be assessed for potential risks and appropriate action, even if they do not meet the threshold for a formal misconduct investigation.
- 29.7 Where a report concerns someone external to IHM, the Institute's ability to investigate may be limited by its arrangement with that third party. In such cases, the person making the report will be advised, support and assistance will still be provided and will be encouraged and empowered to report the matter directly to the third-party organisation where possible.
- 29.8 For placement/internship settings, IHM will coordinate with the facility provider and support the student/staff member to use the applicable placement provider's procedures as well as IHM's.
- 29.9 For Staff, Fair Work Commission's role (among others): dealing with anti-bullying and sexual harassment claims.

## **Support to be provided to the student concerned (including confidentiality)**

30. The role of the Student Support team (for Students) is to:
- a) Be always willing to listen to any disclosure of an incident involving sexual assault or sexual harassment.

- b) Provide appropriate support for the person making the disclosure.
- c) Ensure the person making the disclosure is treated with compassion, empathy, understanding and respect.
- d) Act in accordance with the IHM's Policies and Procedures.
- e) Inform the person wishing to make a disclosure that they understand the difference between a disclosure and a formal report.
- f) Protect privacy in accordance with the privacy law and explain to the student concerned the limits to confidentiality (e.g., risk of harm, mandatory reporting).
- g) Inform the person making the disclosure or formal report that their privacy will always be maintained and their own information or any other person they may report, will be handled confidentially by the Institute.
- h) Explain to the student concerned limits to confidentiality (e.g., risk of harm, mandatory reporting).
- i) Provide the person with a copy of the Sexual Assault or Sexual Harassment Policy and a copy of this Procedure document: Disclosing Sexual Assault or Sexual Harassment.
- j) For international students, provide information regarding the National Student Ombudsman (NSO).
- k) Provide information about external support and reporting options (including Police, Health, and Emergency Services) (refer to clause 84 for detailed information).

### **Support to be provided to the staff concerned (including confidentiality)**

31. The role of the People and Culture team (for Staff) is to:

- a) Be available to listen to any disclosure of sexual assault or sexual harassment from staff.
- b) Provide appropriate support to the staff member making the disclosure.
- c) Ensure the staff member is treated with compassion, empathy, understanding, and respect.
- d) Act in accordance with the Institute's Policies and Procedures.
- e) Explain the difference between a disclosure and a formal report, noting that staff can access support services without making a formal report.
- f) Assure the staff member that their privacy will be protected, and all information will be handled confidentially in line with the IHM's policy.
- g) Protect privacy in accordance with the privacy law, and explain limits to confidentiality (e.g., risk of harm, mandatory reporting) will be explained.
- h) Provide the staff member with copies of the Sexual Assault and Sexual Harassment Policy and related procedural documents.

- i) Where relevant, provide information on external support and reporting options, including Police, Health, and Emergency Services, and workplace-specific services such as Fair Work Ombudsman or relevant unions (refer to clause 84 for detailed information).

## Handling Complaints and Grievances

- 32. IHM procedures for handling complaints are based on confidentiality, impartiality, procedural fairness, protection from victimisation and prompt resolution.
- 33. Involved parties will receive regular updates on the progress of their matter and indicative resolution timeframes will be communicated at the outset of the process.
- 34. IHM will ensure that all complaints of sexual assault or sexual harassment are investigated quickly and fairly and treated with complete confidentiality.
- 35. Any student or staff member found guilty of perpetrating or condoning sexual assault or harassment will be disciplined accordingly, which may include having their enrolment or employment terminated.
- 36. Likewise, any victimisation or retaliation against an individual for making a complaint or report under this Procedure will be treated as serious misconduct and result in disciplinary action.

## Complaints by students

- 37. If a student feels that they have been sexually assaulted or sexually harassed, the aggrieved student may make a complaint via any of the following procedures:
  - a) Approach the alleged offender only if the student feels safe and comfortable to do so, and clearly request that the offending behaviour stop immediately.
  - b) This option should only be exercised when there is no risk to personal safety, and students may instead choose to report the matter directly to IHM without contacting the alleged offender.
  - c) If the student is either not satisfied with the outcome of the discussion or feels uncomfortable about approaching the assailant or perpetrator on their own, the student may seek the assistance of a Student Support Officer and request intervention on their behalf.
  - d) The Student Support Officers' and designated staff's contact details will be available in each Student Hub.
  - e) If the matter is not resolved through discussion with the alleged offender/respondent, the student may submit a formal written complaint of the assault or harassment following the Student Non-Academic Misconduct Procedure.
  - f) The student may choose to file a complaint directly with the police at any stage of the process and will be informed of available internal appeal options as well as the external Ombudsman pathway.

### Complaints by staff members

38. If a staff member feels that they have been sexually assaulted or sexually harassed, the staff member may take action via the following process:
- a) If they feel safe and comfortable to do so, the staff member should clearly inform the person engaging in the unwelcome behaviour that it must stop immediately.
  - b) If the staff member is not satisfied with the outcome or does not feel safe approaching the person directly, they should seek assistance from their direct manager/supervisor or the People and Culture department to intervene or provide guidance on next steps.
  - c) If the matter is not resolved through discussion with the alleged offender/respondent, the staff member can make a formal written complaint by submitting a Staff Complaint Form.
  - d) The staff member also has the right to report the incident to the Police or appropriate external agencies (such as a workplace safety or anti-discrimination body) at any stage of the process.

### Recording Data in line with confidentiality obligation

39. Where an incident is recorded for any purpose other than responding to a formal report, all data related to the incident will be de-identified.
40. IHM will be able to identify patterns of behaviour and the effectiveness of procedures while safeguarding privacy by this procedure.
41. De-identified trend reports are provided quarterly to relevant governance committees.
42. The person making the disclosure should be given the opportunity to review information for factual accuracy before it is formally submitted to the data collection mechanism.
43. A person who receives a disclosure will explain to the staff and student that they will provide de-identified information to the Institute to help it better understand what is happening in its community.
44. Records are retained and disposed of in line with IHM records management policies and applicable privacy legislation.

### Investigation

45. The CEO will appoint an impartial investigator, in accordance with the Student Non-Academic Misconduct Procedure (for student-related matters) or the Staff Complaints and Grievances Procedure (for staff-related matters).
46. The investigator will gather all relevant information and documentation relating to the incident and, where necessary, arrange temporary measures to safeguard the safety and well-being of those involved.
47. The investigator will submit a preliminary report to the IHM SASH Taskforce within two (2) business days of appointment.



48. Following the preliminary report, the SASH Taskforce may, where required, appoint another investigator (or a panel of investigators) or may allow the preliminary investigator to complete the investigation within ten (10) business days from the date of the SASH Taskforce decision.
49. The Taskforce will oversee all investigations and outcomes, ensuring procedural fairness, confidentiality, and timely decision-making.
50. The investigator(s) will interview all parties involved (complainant, respondent, and any witnesses) and may request supporting evidence.
51. Throughout this process, each party will be given a reasonable opportunity to know the allegations, respond to the evidence, and present their account
52. Both the complainant and the respondent are entitled to have a support person present during any interview or meeting related to the investigation.
53. The privacy and dignity of all individuals will be respected at every stage, with information shared only on a need-to-know basis in order to maintain confidentiality.
54. During the investigation, interim measures (for example, adjustments to class or work arrangements, no-contact directives, or temporary suspension of certain activities or access) may be put in place to protect the safety and well-being of those involved. Such measures are precautionary and not an assumption of guilt.
55. At the conclusion of the investigation, the investigator(s) will present their formal investigation report, including findings, outcomes, and recommendations, to the Taskforce.
56. The complainant and respondent will receive regular updates on the progress of the investigation and will be advised if there are any significant delays or changes to anticipated timelines.

## Outcome

57. The outcome of an investigation may result in one of the following findings:
  - a. Substantiated: There is sufficient evidence to confirm that sexual assault or harassment (misconduct) occurred.
  - b. Not Substantiated: The evidence is insufficient to support the allegation or complaint.
  - c. Malicious or Vexatious: It is determined that the complaint was made in bad faith (e.g. knowingly false or with intent to harass).
58. All findings and any recommended actions will be documented.
59. The IHM SASH Taskforce will review the findings and recommended outcomes to ensure they are appropriate and consistent with IHM policies and any legal requirements.

60. The complainant and respondent will be notified in writing of the investigation outcome within two (2) business days of the decision, with the communication provided in a manner that upholds all privacy and confidentiality requirements.
61. This written outcome will state whether the allegation was substantiated or not and outline any resulting decisions or actions.
62. It will also include information on the next steps, including the right to appeal the decision through the relevant appeals process (Student Non-Academic Misconduct Procedure for students, or the Staff Complaints and Grievances Procedure for staff).
63. A student or staff member who discloses or formally reports an experience of sexual assault or sexual harassment will be informed of their option to report the incident to the police.
64. The Institute will fully support the decision regarding whether or not to make a police report.
65. Where a student or staff member advises the IHM that they have reported the matter to the police, IHM will actively seek guidance from the police on whether a parallel misconduct investigation might adversely impact any ongoing criminal proceedings.
66. IHM may defer its misconduct investigation until the criminal process is complete; however, it will consider and, where appropriate, implement precautionary measures to ensure the student's and staff's safety and well-being throughout this period.

### **Disciplinary or Corrective Action**

67. If a complaint is substantiated, IHM will take appropriate disciplinary and/or corrective action against the perpetrator(s) in accordance with the Institute's established procedures.
68. Any action will correspond to the seriousness of the misconduct and will be carried out consistent with the Student Non-Academic Misconduct Procedure (for students) or Staff Complaints and Grievances Procedure (for staff), as applicable.
69. Possible outcomes for a student who has breached this Policy/Procedure include, but are not limited to:
  - a. A formal warning or censure.
  - b. An apology or written undertaking to cease the offending behaviour.
  - c. Mandatory counselling or training.
  - d. A behavioural contract or probationary period.
  - e. Restrictions on contact with certain person(s) or on access to specific campus facilities.
  - f. Temporary suspension from classes or campus; or, in severe cases, exclusion/expulsion from the Institute. (Any student misconduct finding under this Procedure will be addressed in conjunction with the Student Code of Conduct and the Student Non-Academic Misconduct Procedure.)

70. For staff who are found to have engaged in sexual harassment or assault, possible disciplinary outcomes include but are not limited to:
- A verbal or written warning.
  - Mandatory counselling or training (e.g. in professional boundaries and conduct).
  - Alteration of duties or reassignment to a different work area.
  - Removal of supervisory or managerial responsibilities.
  - A formal reprimand noted on their employment record.
  - A final warning (if prior misconduct has been recorded).
  - Termination of employment in cases of serious or repeated misconduct (Any staff disciplinary outcome will be determined in line with the Staff Code of Conduct, the Staff Complaints and Grievances Procedure, and any applicable industrial instrument or employment contract provisions, to ensure fairness and compliance.)
71. In addition to disciplinary actions for the respondent, IHM will implement supportive and remedial measures for the affected person(s) and, where relevant, the broader IHM community.
72. This may include offering the complainant (and/or others impacted) access to counselling or medical support, academic adjustments or special consideration (for student victims, such as flexibility with class attendance, assessments or deadlines), reasonable adjustments to work duties or environment (for staff victims), and other appropriate accommodations to help restore their sense of safety and well-being.

### Malicious or Vexatious Complaints

73. If an allegation is found to be malicious or vexatious (made with wrongful intent and not in good faith), the matter may be referred for disciplinary action against the individual who made the false complaint.
74. Any such action would be handled under the relevant student or staff misconduct process.
75. However, IHM will ensure that no disciplinary action is taken against someone who makes a complaint or report in good faith, even if the allegation is ultimately not substantiated.
76. IHM encourages the reporting of genuine concerns and will protect those who come forward, as long as their reports are honest and not knowingly false.

### Appeals by Students

77. Appeals must be submitted in writing within 10 working days of the outcome being communicated to the complainants and respondents.
78. Students will lodge appeals in accordance with the Student Non-Academic Misconduct Procedure.
79. Upon receipt of an Appeal under this procedure, an Appeals panel will be formed to dispose of the appeal in accordance with the Student Complaints and Appeals Procedure.

80. All parties receive written notification of the appeal decision, which is final within IHM.

### Appeals by Staff

81. Appeals must be submitted in writing within 10 working days of the outcome being communicated to the complainants and respondents.

82. Staff will lodge appeals in accordance with the Staff Complaints and Grievances Procedure, and appeals are heard independently of the original investigation.

83. All parties receive written notification of the appeal decision, which is final within IHM.

### External Services

84. Students and Staff can access the following services for emergency assistance, crisis support, counselling, and legal advice.

Region	Service	Contact Details	Availability / Notes
<b>National</b>	Emergency Services (Police, Fire, Ambulance)	000	Immediate emergencies
	Crime Stoppers	1800 333 000	Anonymous crime reporting
<b>NSW</b>	NSW Rape Crisis Service	1800 424 017	24/7 crisis support
	1800RESPECT	1800 737 732   1800respect.org.au	24/7 counselling and support
	RPA Hospital Sexual Assault Service	9515 9040 (Mon–Fri)   9515 6111 (after hours)	Counselling & medical support
	Women’s Legal Service NSW	1800 801 501   wlsnsw.org.au	Legal advice
	Redfern Legal Centre – NSW International Student Legal Service	9698 7277   rlc.org.au	Legal advice for international students
	Specialist LGBTIQ+ Service	1800 244 481   iclc.org.au	Specialist legal & support services
	Victims Access Line	1800 633 063	24/7 victim support
<b>VIC</b>	Sexual Assault Crisis Line Victoria	1800 806 292	24/7 crisis support
	1800RESPECT	1800 737 732   1800respect.org.au	24/7 counselling and support

	The Royal Women's Hospital Sexual Assault Service	9635 3610	24/7 counselling & medical support (for women)
	Women's Legal Service Victoria	8622 0600   womenslegal.org.au	Legal advice
	Melbourne Student Centre – VIC International Student Legal Service	1800 056 449   studymelbourne.vic.gov.au	Legal advice for international students
	Fitzroy Legal Service – Specialist LGBTIQ+ Service	9419 3744   fitzroy-legal.org.au	Specialist legal & support services
	Victims of Crime Helpline	1800 819 817	8am–11pm, 7 days a week
<b>QLD</b>	Sexual Assault Helpline (DVConnect)	1800 010 120	7.30am–11.30pm, 7 days
	1800RESPECT	1800 737 732   1800respect.org.au	24/7 counselling and support
	Brisbane Rape and Incest Survivors Support Centre	07 3391 0004   brisbanerapeccrisis.org.au	Counselling & support
	Women's Legal Service QLD	1800 957 957   womenslegal.org.au	Legal advice
	International Student Hotline (Study Queensland)	1800 778 839   studyqueensland.qld.gov.au	Advice and referrals for international students
	Victim Assist Queensland	1300 546 587   qld.gov.au/victims	Mon–Fri, 8.30am–5pm
<b>WA</b>	Sexual Assault Resource Centre (SARC)	(08) 6458 1828 (24/7 crisis)   1800 199 888 (country freecall)	24/7 crisis support, counselling & medical care
	1800RESPECT	1800 737 732   1800respect.org.au	24/7 counselling and support
	Women's Legal Service WA	(08) 9272 8800   womenslawcentre.org.au	Legal advice
	International Student Hotline (StudyPerth)	1800 006 063   studyperth.com.au	Advice and referrals for international students
	Living Proud LGBTIQ+ Community Services	1800 184 527   livingproud.org.au	Specialist support
	Victim Support Service WA	1800 818 988   victimsupport.org.au	Mon–Fri, business hours

## Confidentiality, Privacy and Protection

85. IHM will protect the confidentiality and privacy of anyone who discloses or reports sexual assault or sexual harassment, informing only those necessary to ensure safety and provide support, in line with the IHM Privacy Policy and Procedure.
86. Individuals may choose whether to report to police, except where mandatory reporting laws apply.
87. Mandatory reporting obligations will be clearly explained at the time of disclosure.
88. Victimization or retaliation is prohibited and will result in a separate investigation and potential disciplinary action.
89. All parties will be treated with dignity and fairness, with protective and supportive measures such as counselling or reconciliation implemented by the Chief Operations Officer to maintain a safe and respectful environment.

## SECTION 3

### Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Bullying and Harassment Policy</li> <li>• Bullying and Harassment Procedure</li> <li>• Critical Incident Response Policy</li> <li>• Critical Incident Response Procedure</li> <li>• Cyber Safety and Security Policy</li> <li>• Cyber Safety and Security Procedure</li> <li>• Privacy Policy</li> <li>• Privacy Procedure</li> <li>• Sexual Assault and Harassment Prevention and Response Policy</li> <li>• Social Media Policy</li> <li>• Social Media Procedure</li> <li>• Staff Code of Conduct</li> <li>• Staff Complaints and Grievances Procedure</li> <li>• Student Code of Conduct</li> <li>• Student Code of Conduct Implementation Guidelines</li> <li>• Student Complaints and Appeals Policy</li> <li>• Student Complaints and Appeals Procedure</li> <li>• Student Non-Academic Misconduct Policy</li> <li>• Student Non-Academic Misconduct Procedure</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• Tertiary Education and Quality Standards Agency Act 2011</li> <li>• Higher Education Standards Framework (Threshold Standards) 2021, Domain 2 (Learning Environment), Standards 2.3 (Wellbeing and Safety)</li> <li>• TEQSA Guidance Note: Wellbeing and Safety, 2018</li> <li>• Education Services for Overseas Students Act 2000</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)</li> <li>• TEQSA Good Practice Note: Preventing and responding to sexual assault and sexual harassment in the Australian higher education sector, 2020</li> </ul>

	<ul style="list-style-type: none"> <li>• Sex Discrimination Act 1984 (Cth)</li> <li>• Workplace Gender Equality Act 2012 (Cth)</li> <li>• Fair Work Act 2009 (Cth)</li> <li>• Fair Work Amendment Act 2013 (Cth)</li> <li>• Work, Health and Safety (National Uniform Legislation) Act 2011</li> <li>• Criminal Code Act 1995 (Cth)</li> <li>• Different States and Territories' Work, Health and Safety Legislation and Guidelines</li> <li>• Privacy Act 1988 (Cth)</li> <li>• Racial Discrimination Act 1975 (Cth)</li> <li>• Disability Discrimination Act 1992 (Cth)</li> <li>• Australian Human Rights Commission Act 1986 (Cth)</li> <li>• Anti-Discrimination Act 1977 (NSW)</li> <li>• Equal Opportunity Act 2010 (Vic)</li> <li>• Gender Equality Act 2020 (Vic)</li> </ul>
<b>Date Approved</b>	06/11/2025
<b>Date of Effect</b>	07/11/2025
<b>Date of Next Review</b>	30/10/2028
<b>Approval Authority</b>	Academic Board (endorsed by Board of Directors)
<b>Responsibility for implementation</b>	Chief Operations Officer (for students) Head of People and Culture (for staff)
<b>Document Custodian</b>	Chief Operations Officer
<b>IHM Doc ID</b>	IHM-SASHP2-2.0

### Change History

Version Control		Version 2.0
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved, etc.
Version 1.0	17/05/2022	New Procedure.
Version 1.1	27/11/2023	The definitions have been relocated to the IHM glossary, and the template has been updated.
Version 2.0	13/05/2025	<ul style="list-style-type: none"> <li>• Updated in the new template and logo, and full review after the life cycle.</li> <li>• Substantial changes were made to the Investigation, added Disciplinary or Corrective Action, Malicious or Vexatious Complaints, Appeals, and External Services.</li> </ul>