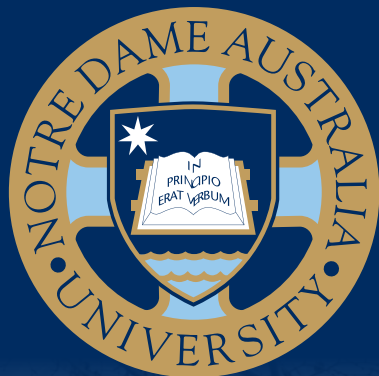




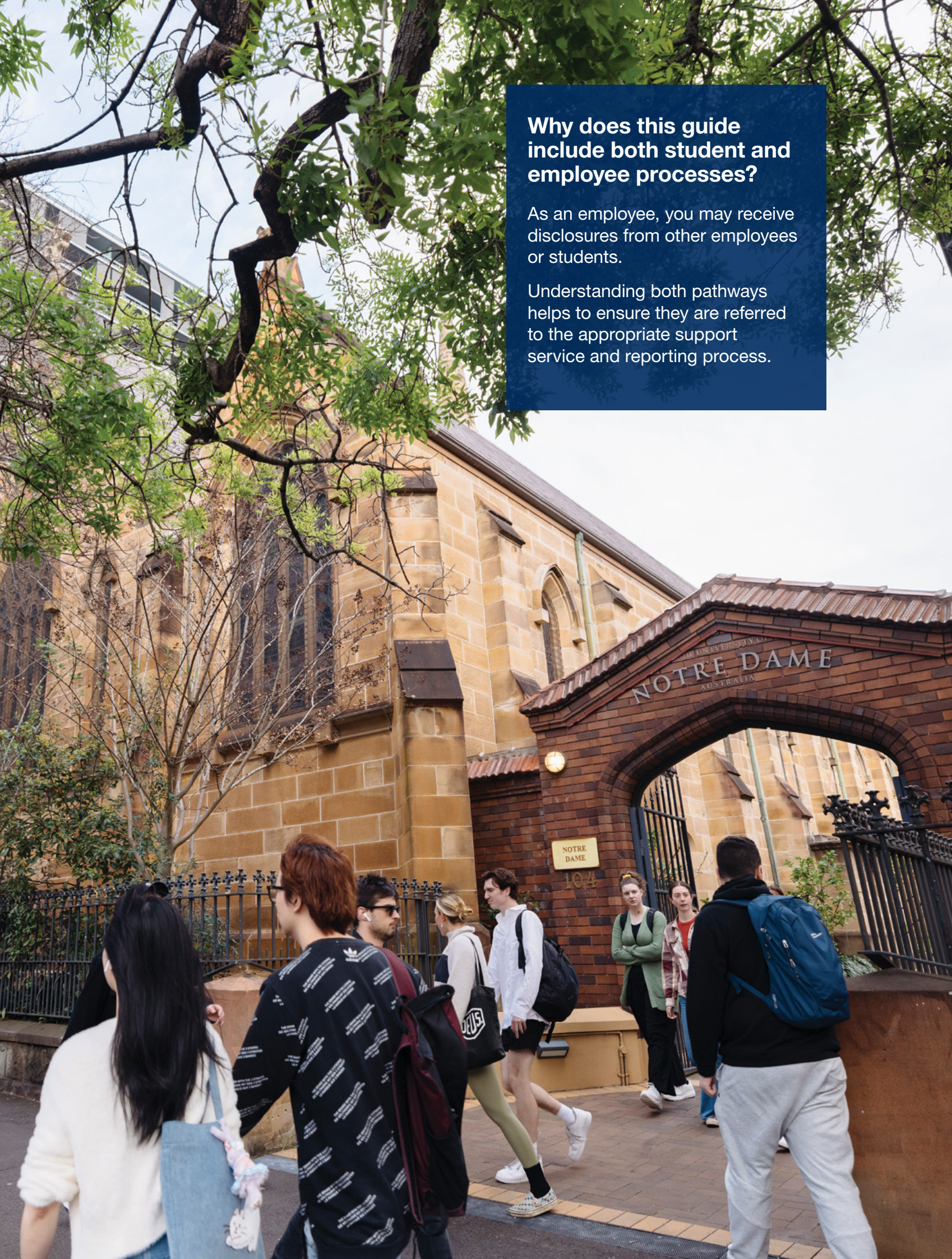
The University of Notre Dame Australia

Responding to gender-based violence at Notre Dame



This resource provides guidance on Notre Dame's

- Respect and Respect@Work Officers
- Disclosures vs formal reporting process
- How to submit a disclosure/report
- What happens when you make a report
- What to do when you receive a disclosure
- When you must act
- Support options



Why does this guide include both student and employee processes?

As an employee, you may receive disclosures from other employees or students.

Understanding both pathways helps to ensure they are referred to the appropriate support service and reporting process.

Respect@Work

Who are the Respect@Work Officers?

The University of Notre Dame Australia provides dedicated support for employees and students who have experienced witnessed, or been impacted by gender-based violence.

For employees, Respect@Work Officers are available on our Fremantle and Sydney Campuses.

For students, Respect Officers are available on our Sydney, Fremantle and Broome Campuses.

What do Respect@Work and Respect Officers do?

Their role is to support employees and students, not to judge or to make assumptions about what has occurred. Our Respect@Work and Respect Officers have been specially trained and they will:

- listen to you with empathy and respect
- help you explore what has happened and how it is affecting you
- provide clear information about your options
- help you develop a support plan if needed
- help you to access University support services
- provide information about formal reporting options
- check in with you throughout the process.

Respect Officers and Respect@Work Officers form part of the University's commitment to the prevention of gender-based violence and to supporting the safety, wellbeing and dignity of our employees and students.

Who should I contact?

- Student experiencing or disclosing gender-based violence → Respect Officer
- Employee experiencing or disclosing gender-based violence → Respect@Work Officer
- Contractor or volunteer → Respect@Work Officer
- Unsure which support pathway applies? → Contact a Respect@Work Officer for advice and triage



Respect@Work Officers

Any employee can contact a Respect@Work Officer, regardless of their background, identity or circumstances. Whatever you disclose, you will be treated with understanding, respect and kindness.
respectatwork@nd.edu.au

Fremantle

Kerry Cleaver
Phone: 0457 170 913
Marica Rodriguez
Phone: 0456 658 348
Rowena Amistad
Phone: 0499 796 45

Sydney

Kara Worthington
Phone: 0488 141 640
Linda Reich
Phone: 0478 878 183
Todd Phillips
Phone: 0427 195 625

Respect Officers

For student-related matters, reach out to the Respect Officer Team
respectofficer@nd.edu.au

Sydney

Charlotte Armstrong
Phone: (02) 8204 4687

Fremantle

Alicia Kilmister
Phone: (08) 9433 0879

Broome

Maria Morgan
Phone: (08) 9192 0631



Tip – when receiving a disclosure

- ✗

Do not

 - investigate
 - promise complete confidentiality
 - pressure someone to report
 - attempt mediation
 - contact the alleged person causing harm
- ✓

Do

 - listen
 - support
 - explain options
 - refer appropriately
 - record concerns where required

Understanding disclosure vs formal report

Employees asked for clarity on disclosures vs formal reports. The table below provides a side-by-side comparison through each stage, and is relevant to both the staff and student process.

	Disclosure	Formal report
What is it?	Sharing information about an experience to get support, talk through what happened and understand your options.	Initiate a formal process that requires the University to take action and provide a formal response or resolution.
Who receives it?	Students: Respect Officer Employees: Respect@Work Officer	Students: University Disciplinary Committee (UDC). Employees: Investigations Officers within People and Culture.
What happens next?	You can discuss your experience confidentially. No formal steps occur unless you choose to make a report.	A formal process begins. Respondents will be contacted about next steps, timelines, rights and opportunities to respond. The discloser will be provided with regular updates. All formal reports are to be finalised within 45 business days.
Do I need to give details?	No. You choose what to share.	Some information will be required so the University can assess and respond to the report. This will be done through trauma-informed principles.
Can I stay anonymous?	Yes. You can disclose anonymously. Support may still be provided.	You can make an anonymous report, but the University may be limited in the actions it can take.
Will this trigger an investigation?	No. A disclosure does not start an investigation or formal process.	All formal reports will lead to an investigation. The outcome of the investigation may depend on the circumstances and available information.
Will both parties be contacted?	No. Only the person making the disclosure is contacted.	Yes. If a formal allegation proceeds, the person named will be informed and given an opportunity to respond.
Confidentiality	Information is managed confidentially and with care, but may be shared with those responsible for managing the process and will be done so with your safety, wellbeing and preferences in mind.	
Support available	Full access to support services, regardless of whether you report.	Full access to support services throughout the process.
Can I change my mind?	Yes. You can choose whether or not to make a report now or later.	Yes, you can withdraw your report, but the University may still need to act if there is a serious safety concern.

How to submit a disclosure to the University

The University of Notre Dame Australia has developed a reporting portal for employees, students and third parties to submit a disclosure either for themselves, on behalf of someone else or as an anonymous reporter.

When you submit an online disclosure or report, this will be received by a University Respect Officer (for students) or a Respect@Work Officer (for employees) who will contact you if consent has been obtained. If the report is anonymous, or the person does not wish to be contacted by the Respect or Respect@Work Officer, they will triage the disclosure and proceed accordingly.



If you are experiencing gender-based violence

You are not alone.
Support is available.

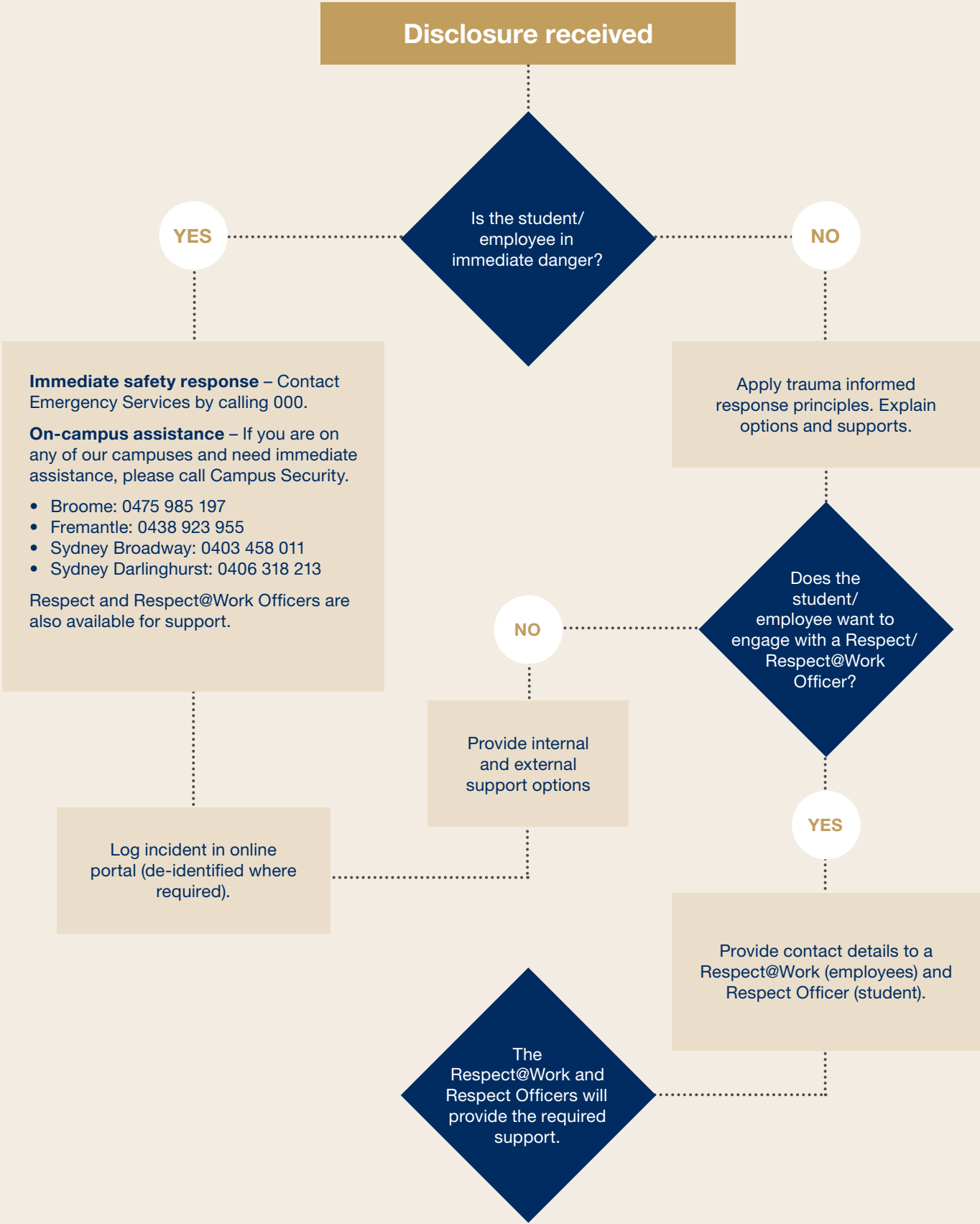


What happens when you make a formal report

This table provides clear guidance on the process once a formal report has been made.

Stage	Students	Employees
1. Investigation and resolution	Managed under the <u>General Regulations</u> . More information can be found in the <u>Procedure: Responding to Sexual and Gender-based Violence</u> .	Managed under the <u>Enterprise Agreement</u> and <u>Procedure: Managing Misconduct</u> . More information can be found in the <u>Procedure: Responding to Sexual and Gender-based Violence</u> .
2. Timeline	Actions finalised within 45 business days (unless exceptional circumstances).	
3. Possible outcomes	Include: - disciplinary action up to exclusion from the University/accommodation - reassignment of study location, class allocation, or accommodation - temporary campus or accommodation bans - other outcome deemed reasonable by the University Disciplinary Committee.	Include: - disciplinary action up to termination of employment - reassignment of work location - temporary campus bans - other outcome deemed reasonable by the Investigation Officer.
4. Support	Provided to discloser and respondent: - Information on process and outcomes - Respect Officer or a representative from Student Wellbeing - Access to <u>Student Counselling Service</u> - Support person can attend meetings - External referrals (if needed)	Provided to discloser and respondent: - Information on process and outcomes - Access to <u>Employee Assistance Program (EAP)</u> - Support person can attend meetings - External referrals (if needed) - Respect@Work Officer for both the discloser and the respondent
5. Other alleged persons of concern	Contractors, volunteers, work experience students, or third parties: referred to the relevant authority and support services.	
6. Investigation approach	Trauma-informed, impartial, procedurally fair, sensitive to complex issues.	
7. Accountability	- Substantiated reports lead to proportionate actions. - Malicious or vexatious reports may result in disciplinary action.	

Safety-first response – what to do when you receive a disclosure



Responding to disclosures



External support services

If you prefer not to speak with the University at this time, you can still seek help. The external services listed provide confidential support.



Support for employees and students

- **Respect and Respect@Work Officers** – Help and support are always available at Notre Dame.
- **Making a disclosure or reporting an incident** – Disclosure support for employees and students.
- **Notre Dame support services** – Chaplaincy, Counselling support and Employee Assistance Program (EAP).



Your feedback matters

We value your feedback as we enhance our response plan and training for a safer, more inclusive environment. Your input shapes our initiatives and ensures all voices are heard.

Share your thoughts, suggestions and experiences. Your responses will remain confidential and help us create a more supportive community.

This form can be submitted anonymously.

Scan here



When must you act?

When you receive a disclosure, you have a duty of care to immediately act when there is:

1. An imminent risk to the person or others

- Risk of serious harm or suicide
- Threat, stalking, physical danger
- Ongoing behaviour that poses an immediate safety concern

What this may look like:

- Contacting emergency services where required
- Notifying a designated officer (HSW team, Chief People Officer, Campus Security)

2. Mandatory Reporting is required under law or policy

- A minor is involved (child under 18 years)
- Serious misconduct

What this may look like:

- Explaining the limits of confidentiality before or at the time of disclosure
- Informing the person what will be shared, with whom and why

3. A critical or escalating risk

- Multiple disclosures indicating a pattern, serial perpetrator or systemic issue
- Power imbalance that creates a significant workplace or study-related risk
- Increased risk due to change in work, study or research arrangements (e.g. frequency of contact / travel / project work / off-campus activities)

What this may look like:

- Focusing on risk mitigation and prevention, not individual details
- Sharing de-identified or aggregated information only
- Seeking advice from a designated Respect@Work (employee) or Respect (student) Officer

4. A request from the discloser to escalate

What this looks like:

- Ensuring consent is provided to share personal information
- Clarifying what information will be shared and with whom

If you are still unsure about when to act, reach out to a Respect@Work Officer (employees) or Respect Officer (students) for guidance, this can be done while maintaining the anonymity of the discloser.

You are not alone and support is available to you.

Prevention and engagement

Strengthening our collective understanding of gender-based violence prevention and response is an ongoing process and responsibility we all share.



Ongoing training and capability development

We continue to build capability through training opportunities, informed by feedback and evaluation.



Questions and feedback

We encourage employees and students to ask questions and share feedback or suggestions to help inform continuous improvement and future activities.



Implementation of the GBV Prevention and Response Plan

We will refine and strengthen our Gender-Based Violence Prevention and Response Plan, taking into consideration feedback and lessons learned through implementation of employee and student initiatives.



Future opportunities to participate

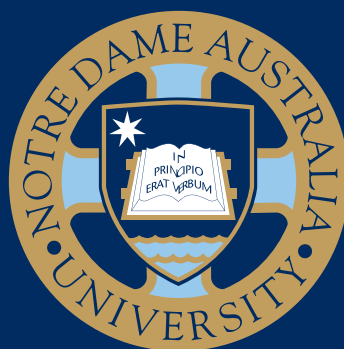
We will promote upcoming engagement opportunities, consultation activities and training sessions as we continue to advance this important work together.



Employee and student engagement

We will engage with employees and students to help shape the ongoing development of the Plan and future prevention, response and support initiatives, ensuring our approach reflects the needs and experiences of our community.





notredame.edu.au