

Working at Curtin can be a great experience, and we want to ensure you stay safe. Curtin has a zero tolerance approach to sexual harassment and sexual assault. If you ever experience sexual assault or sexual harassment, see something that shouldn't be happening, or think you may need support, contact the Curtin Safer Community Team. Curtin will assist you, even if the incident does not occur on campus. You can make an anonymous report.

#### WHAT TO DO IF YOU ARE A CURTIN STAFF MEMBER AND HAVE BEEN SEXUALLY ASSAULTED

##### What should I do if I have been sexually assaulted?

Get to a safe place and seek support from any of the following services available 24 hours a day, seven days a week:

- In an emergency phone 000 and request police assistance.
- Contact Curtin's Safer Community Team. For immediate assistance phone +61 8 9266 4444, or use the SafeZone app. If you contact the team online allow 24-48 hours for a response. The Safer Community Team is comprised of male and female staff who are highly trained to manage complex crisis issues, including sexual assault, and will attend to your immediate and ongoing safety. If you are not in immediate danger or have been sexually assaulted in the past, the Safer Community Team can still help you get the right support, and to report the incident if this is something you want to do.
- Contact the Sexual Assault Resource Centre (SARC) for immediate and confidential assistance: +61 08 6458 1828 or 1800 199 888.
- If you are on University supported activities interstate or overseas, ring International SOS on +61 2 9372 2468 and quote Membership No. 12AYCA656047.

##### What will happen if I report sexual assault or sexual harassment to the University?

It's important to know the course of action is always your choice and Curtin will support you each step of the way in whatever you decide.

The Safer Community Team will address your immediate safety concerns. The Safer Community Response Group will then follow-up with you to offer ongoing assistance as needed. Curtin's priority is to ensure you are safe and supported. The Safer Community Team will let you know your options in terms of formally reporting the incident, if this is something you would like to do, and can assist and support you through that process. This includes your option to report to the police and/or the Sexual Assault Resource Centre (SARC).

##### What support can I access through Curtin?

The Safer Community Team are available 24 hours a day, seven days a week, and will respond immediately to any call for assistance, to ensure you are safe. If you contact the team online allow 24-48 hours for a response. The team will support you in whatever course of action you are comfortable with. The Safer Community Response Group will then offer you access to a range of free and confidential support services including counselling, health care, workplace support, and assistance with emergency accommodation. You will be supported with care by the University, and if you wish, Curtin can also connect you with external support services.

##### What happens if I report sexual assault or sexual harassment from another Curtin Staff member?

Your safety and wellbeing is always our top priority. The Safer Community Team will treat each incident seriously, assess your individual needs and respect your wishes regarding the actions you want to take, and have the University take.

Curtin's Integrity and Standards Unit (ISU) handles complaints involving the conduct of staff members. Once a formal complaint is registered, you will receive immediate acknowledgement, and the ISU will ensure your report is managed appropriately and confidentially. The University will respond promptly and discreetly to your report and will work with you directly to ensure you are provided with safe, supportive assistance. You will be given assistance to report the matter to police and/or other external support bodies, if this is something you would like to do.

##### What happens if I report sexual assault or sexual harassment from a Curtin student?

Your safety and wellbeing is always our top priority. The Safer Community Team will treat each incident seriously, assess your individual needs and respect your wishes regarding the actions you want to take, and have the University take.

If you choose to lodge a formal complaint, Curtin will respond to you regarding what action will be taken within 24-48 hours. The Office of the Academic Registrar handles complaints involving the conduct of students. You will be informed at each step of the process by the Safer Community Response Group.

##### Can I make an anonymous report?

You can lodge an anonymous report, and can do so through the Safer Community Team, or the Integrity and Standards Unit. We encourage you to notify Curtin of any incidences of sexual assault or sexual harassment to ensure the University can take action where possible to protect other members of our community from risk or harm. Our ability to investigate an incident is limited if we are unable to contact the person making the report, should additional information be needed. However If Curtin receives a number of similar reports about the conduct of a student or staff member, then the University may be able to consider taking action.

Remember you can always speak with the Safer Community Team about any incident and we will ensure that you are safe. If you do not want formal action taken, then we will respect your wishes.

For more detailed information, please refer to our Frequently Asked Questions.

#### WHAT SHOULD I DO IF A CURTIN STUDENT OR STAFF MEMBER TELLS ME THEY HAVE BEEN SEXUALLY ASSAULTED OR HARASSED?

Let the person know that Curtin takes this kind of incident very seriously. Our primary concern is to ensure the safety of the person making the allegations. Their safety and wellbeing is our top priority at all times. The University will actively assist the person by providing ongoing support and information including access to counselling, medical, police or other services. The matter is treated confidentially within the University. Any course of action will always be the choice of the survivor.

You can help the person by escorting them or directing them to a member of the Safer Community Team, the Counselling service, or let them know they can report the incident online. If the survivor wishes to report the incident direct to the police, they will be supported through the process. Remember that we all have a duty of care to make sure everyone around us is safe. Being supportive and getting the person to help will make a big difference to their life.

If an incident does occur, sometimes it might be difficult to know whether it qualifies as sexual assault or sexual harassment. If you are ever unsure, or have any questions, contact the Safer Community Team for free and confidential support.

#### SEXUAL ASSAULT

Sexual assault can take many forms and can include ANY unwanted or uninvited acts of a sexual nature, to which a person has not given or was not able to give consent. Here are some examples of what sexual assault could look like.

##### Staff member sexually assaulted by another staff member

"My manager touched me inappropriately and said if I tell anyone, they will fire me. I'm so stressed, I don't know if I can do anything about it."

##### Staff member sexually assaulted by a member of the public on campus

"I was walking back to my car one night after an event on campus. A person was hanging around the carpark and called me over. Before I could stop them, they forced me to have sex."

##### Staff member sexually assaulted by a student

"One of my students always stays back late after class. One time they cornered me and touched me inappropriately. I don't know what to do."

#### SEXUAL HARASSMENT

Sexual harassment can take many forms and can include ANY unwelcome sexual advances, unwelcome request for sexual favours and unwelcome conduct of a sexual nature. Here are some examples of what sexual harassment could look like.

##### Staff member sexually harassed by another staff member

"My manager always asks me to stay late at work. They keep asking me to go out on a date with them. I'm not interested and I don't feel it is appropriate, but I'm scared to say anything because they are my manager."

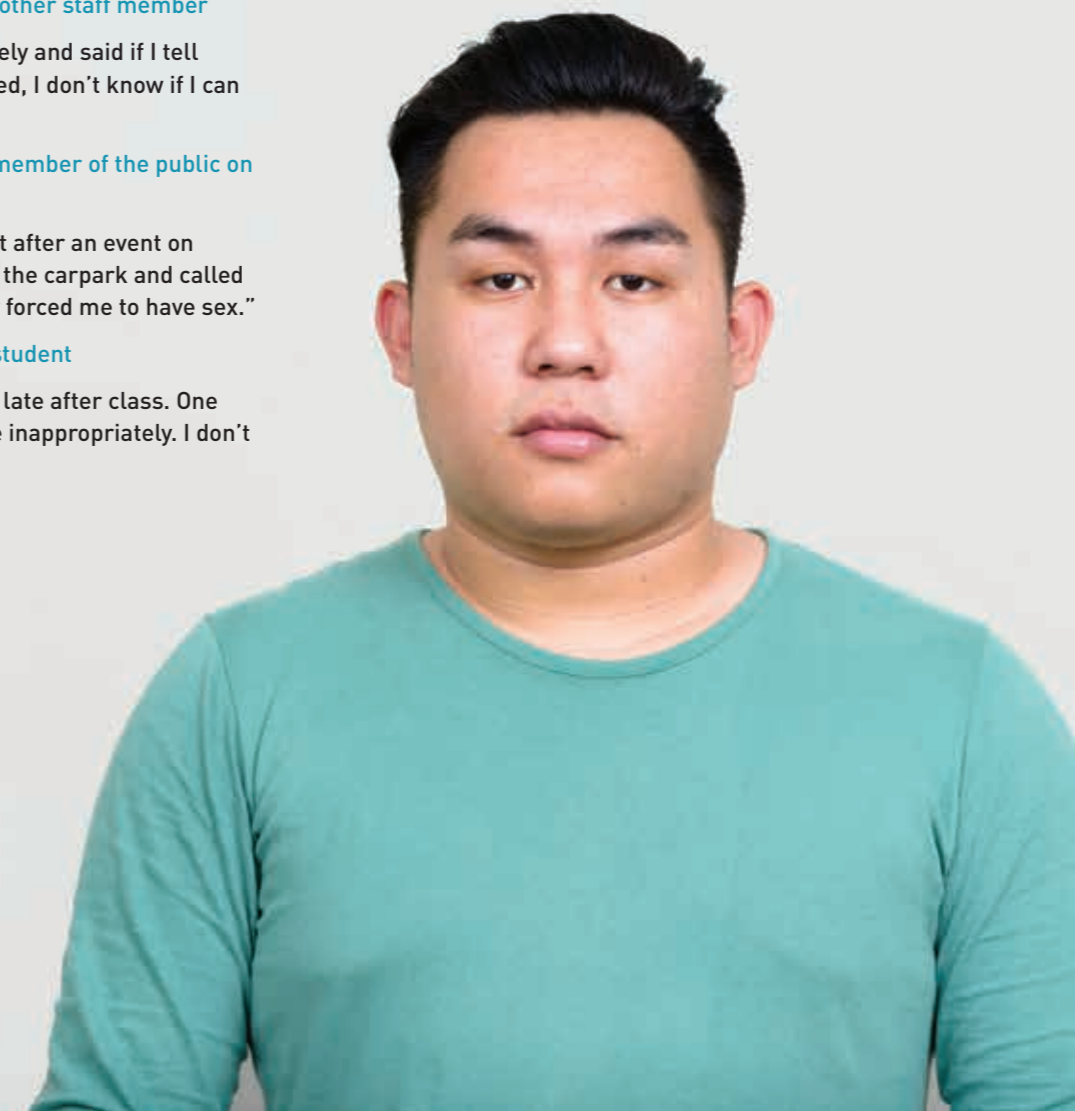
##### Staff member sexually harassed by another staff member

"I was in a romantic relationship with a colleague for a while, but then I broke it off. I have made it clear it's over, but they continue to hassle me about it, including in front of others. It's humiliating and makes me not want to come to work."

##### Staff member sexually harassed by students

"I'm a tutor and my students sometimes makes sexual jokes in front of me. I have told them it makes me very uncomfortable, but they just laugh it off and continue to do it."

If you aren't sure how to say 'no' to unwanted sexual activity, make sure you to learn about consent and your rights.



# WHAT TO DO IF YOU HAVE EXPERIENCED SEXUAL ASSAULT OR HARASSMENT

If an instance of sexual assault or sexual harassment occurs, and includes any member of the Curtin community, whether they be student or staff, Curtin offers the following support. You can access support through Curtin even if the incident does not occur on campus.

## Sexual assault or harassment incident

### Ensure you are safe

Get to a safe place and seek 24/7 support from any of the following:

- In an emergency, contact the police on "000" or on "0 000" if using an internal Curtin phone.
- Contact the **Sexual Assault Resource Centre** for immediate and confidential advice and support: +61 08 6458 1828 or 1800 199 888.
- Contact the **Curtin Safer Community Team** through the **SafeZone App**, in person, or by phone: +61 8 9266 4444
- If on University supported activities interstate or overseas, ring International SOS on +61 2 9372 2468 and quote Membership No. 12AYCA656047

**Remember:** It is YOUR CHOICE what course of action you decide to take. Curtin will respect and support your decision at every step of the way, even if you change your mind.

Your wellbeing is our priority and we encourage you to make use of any/all of Curtin's free and confidential services if you feel comfortable doing so.

### Access immediate assistance through Curtin

If you choose to notify the Safer Community Team of an incident, the Safer Community Response Group can offer you access to a range of services:

- Security
- Counselling
- Health Care
- Housing
- Academic support
- Workplace support

### Make a formal report to the police

You can make a formal report to the police at any time.

It is YOUR choice whether you choose to make a formal report to the police.

You can also make a formal report to Curtin, or you can choose not to.

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You can also make a formal report to the police, or you can choose not to.

### Make an informal or anonymous report

If you are unsure about, or do not wish to make a formal report to the police or Curtin, the Safer Community Team can still provide you information and guidance about the next steps, and where practicable, provide safety and security measures for you.

### Ongoing support

Our primary concern is your immediate and ongoing wellbeing. Regardless of whether you choose to make a formal report or not, Curtin offers the following free and confidential services to students and staff:

- Safer Community Team
- Counselling
- Health Care
- Housing and Accommodation
- Academic support
- Workplace support