



# Fair Treatment Procedure

## Information Sheet : Inappropriate behaviour

### Purpose

The purpose of this Information Sheet is to increase awareness and understanding of the behaviours that constitute inappropriate behaviour and to provide clarification on the practical application of the University's [Fair Treatment Procedure](#).

This information applies to all staff and titleholders at the University of Adelaide and persons who have entered into a relationship with the University involving working for, with or at the University, including volunteers, contractors and consultants, i.e. members of the University community.

Please note that this information does not apply to inappropriate student behaviour or a complaint made by a student of the University of Adelaide. Complaints regarding students should refer to the [Student Grievance Resolution Process](#) and the [Inappropriate Student Behaviour website](#).

### Q1 What is considered to be inappropriate behaviour?

Examples of inappropriate behaviours may include:

- abusive, insulting or offensive language or comments
- spreading misinformation or malicious rumours
- behaviour or language that frightens, threatens, humiliates, belittles or degrades, including criticism that is delivered with yelling or screaming
- discrimination e.g. age, sex, sexuality, gender identify, race, disability etc
- comments in emails or other electronic/written communication systems
- victimisation e.g. treating someone unfairly because they have complained about unfair treatment
- unwanted attention
- sexual assault (including inappropriate touching) or harassment
- stalking
- bullying (repeated, unreasonable conduct in the workplace).

It is expected that everyone in the workplace will behave in a professional manner and treat each other with dignity and respect.

### Q2 What do I do if I believe that a person working for the University is behaving inappropriately?

All staff have a role to play in addressing inappropriate behaviour by:

- refusing to participate in this behaviour;
- attempting to address the behaviour with the individual;
- supporting colleagues in saying no to this behaviour; and
- if appropriate, reporting any experiences of the behaviour.

If you feel that you have been treated inappropriately or witness a situation which is inappropriate, you can raise your concerns through a number of channels and have recourse to various processes.

Most commonly concerns are raised initially with Supervisors, Managers, Heads of School or Branch Directors. Where someone wishes to raise or discuss a concern regarding another person's behaviour but is unsure about whom to raise the concern with, or lacks confidence in raising the matter with a Supervisor, Manager, Head of School or Branch Director then the matter can be raised with:

- [HR Advisor](#) (A list of key contacts is provided for each Faculty/Division); or
- A [Fair Treatment Contact Officer](#) where the matter pertains to bullying or harassment.

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**Q3 What process is in place if a contractor's behaviour is inappropriate?**

If a contractor's behaviour is inappropriate ensure you report the issue to your Manager/Supervisor who will assist you. Inappropriate behaviour may be treated as a breach of contract and is managed accordingly by the Contractor's Manager in liaison with the relevant University representative(s).

**Q4 What resources are available to assist me if I feel unsafe on Campus?**

The University has a [Safer Campus Community website](#) which contains information on:

- Safe Steps (e.g. things to consider and potential dangers of walking alone and resources available e.g. Security escorts);
- Bystander Awareness;
- Sexual Assault and Sexual Harassment;
- Silent Witness (an on-line Incident Report Form which is logged with Security Office); and
- University Security Services.

**Q5 What resources are available at the University of Adelaide to ensure that staff issues relating to inappropriate behaviours by another staff member are actioned appropriately?**

- The University's [Code of Conduct](#) outlines for staff the University of Adelaide's values and behavioural expectations that are critical in building and maintaining a performance culture within the University to support excellence in teaching & research. The [Code of Conduct](#) requires that staff treat all members of the University community, including each other and students, with respect and courtesy, and requires that staff refrain from inappropriate behaviours such as bullying, harassment or discrimination. Affiliate staff and other title holders are also bound to comply with the Code of Conduct in the letter that accompanies the award of a title.
- The University of Adelaide's [Behaviour and Conduct Policy](#) which binds staff, titleholders, volunteers, contractors and consultants states that "The University will not tolerate or condone any form of unlawful unfair treatment including harassment, bullying, vilification, racial vilification and racist behaviour, sexual harassment, discrimination, victimisation, intimidating behaviour or violence." The [Fair Treatment Procedure](#) that is associated with the Behaviour and Conduct Policy provides the detail regarding responsibilities for creating an environment free from inappropriate behaviours and for managing concerns regarding behaviours.

Additional information is also provided in the Human Resource's [Behaviour and Conduct Handbook](#) for:

- [Discrimination](#)
- [Harassment and Workplace Bullying](#)
- [Special Measures](#)
- The [Complaints by Staff](#) process where the matter pertains to the treatment of one staff member by another.
- The [Preventing and Responding to Workplace Bullying](#) chapter of the Health, Safety and Wellbeing (HSW) Handbook where the matter pertains to bullying or harassment by a staff member, title holder, volunteer or contractor.

**Q6 What support services are available to staff?**

Sometimes it is beneficial to talk confidentially to someone outside of the University about the things which you find stressful or difficult to deal with at work.

The University's [Employee Assistance Program](#) (EAP) provides free short-term counselling to employees and their immediate family to support and assist staff to deal with any work or non-work related issue. The program is designed to address issues which staff (or their immediate supervisor) recognise as having an effect on their productivity and capacity to cope at work.

The EAP also includes a "[Manager Assist](#)" service. As a Manager/Supervisor you may be required to assist staff to investigate or address inappropriate behaviour. This may be challenging and stressful.

This service provides you with telephone-based help and advice from trained staff who can assist you with strategies on how you can work through some of the issues. It may also provide you with the opportunity to debrief.

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### Further Information

The key Human Resources contacts and contact details are listed by Division/Faculty as follows:

- [Arts](#)
- [Deputy Vice-Chancellor and Vice-President\(Academic\)](#)
- [Deputy Vice-Chancellor and Vice-President\(Research\)](#)
- [Engineering, Computer and Mathematical Sciences](#)
- [Health Sciences](#)
- [Professions](#)
- [Sciences](#)
- [Services & Resources](#)
- [Vice-Chancellor and Vice-President](#)

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