Fair Treatment Contact Officers Statistical Record Form

This information is accessible to FTCOs only and is not intended to be distributed more broadly, aside from the templates which have been developed for convenience. FTCOs are asked to complete the FTCO Statistical Record Form for all contacts where they are asked to provide support.

*Where you do not know or are unsure of the relevant answer please select Unsure or Other.*

FTCO Details

|  |  |  |
| --- | --- | --- |
| FTCO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | FTCO ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | FTCO email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

How did the contact find out about the FTCO Network:

Contact found network through:

|  |  |  |
| --- | --- | --- |
| GED  Supervisor (work)  Lecturer/Academic Supervisor  Another FTCO | Internet  Noticed a Poster  Colleague  Previous Contact | Friend/Family Member  Unsure  Other  If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The contact is:

|  |  |  |
| --- | --- | --- |
| Complainant  Respondent | Supervisor/Manager  Unsure | Other  If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Complainant's Statistics

There are multiple complainants

Gender of complainant

|  |  |
| --- | --- |
| Female  Male  Intersex/Diverse Gender | Mixed Gender - Multiple People  Unsure |

Complainant's position at the University:

|  |  |  |
| --- | --- | --- |
| Academic A-B  Academic C-E  Casual | Professional HEO 1-4  Professional HEO 5-7  Professional HEO 8+ | Mixed Position - Multiple People  Unsure  Other  If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Complainant's Faculty/Division

|  |  |  |
| --- | --- | --- |
| Division of Research and Innovation  Division of University Operations  Division of Vice Chancellor (Academic)  Vice Chancellor and President | Faculty of Arts  Faculty of Health & Medical Sciences  Faculty of Professions  Faculty of Sciences | Mixed Faculty/Division - Multiple People  Unsure  Other  If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Total time with complainant hh:mm

Date of contact dd/mm/yyyy

Respondent's Statistics

Gender of Respondent:

|  |  |
| --- | --- |
| Female  Male  Intersex/Diverse Gender | Mixed Gender - Multiple People  Unsure |

Respondent’s position at the University:

|  |  |  |
| --- | --- | --- |
| Academic A-B  Academic C-E  Casual | Professional HEO 1-4  Professional HEO 5-7  Professional HEO 8+  Mixed Position - Multiple People | Unsure  Other  If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Respondent’s Faculty/Division

|  |  |  |
| --- | --- | --- |
| Division of Research and Innovation  Division of University Operations  Division of Vice Chancellor (Academic)  Vice Chancellor and President | Faculty of Arts  Faculty of Health & Medical Sciences  Faculty of Professions  Faculty of Sciences | Mixed Faculty/Division - Multiple People  Unsure  Other  If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The issue

**Occurrences**

The pattern of behaviour is best described as

Single Incident Repeated Incident Unsure

The first issue occurred

|  |  |
| --- | --- |
| Less than 2 weeks ago  2 to 4 weeks ago  1 to 6 months ago | More than 6 months ago  Unsure |

**Description**

The behaviour is best described as (you may tick more than one)

Abusive, insulting or offensive language or comments, including victimising, humiliating, intimidating or threatening

Unjustified criticism or complaints

Continuously and deliberately excluding someone from workplace activities

Withholding information that is vital for effective work performance

Setting unreasonable timelines or constantly changing deadlines

Denying access to information, supervision, consultation or resources such that it has a detriment to the worker

Changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers

Excessive scrutiny at work

Unwanted behaviour of a sexual nature – ie touching, sexual references, jokes

Denied opportunities for promotion

Not provided with reasonable accommodations (FWA, access to premises etc

Unsure

Other

If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The issue occurred because of:

|  |  |  |
| --- | --- | --- |
| Age  Breastfeeding  Bullying  Caring Responsibilities  Criminal Record  Disability  Gender  Identity of Spouse | Religion  Marital Status  Political Belief  Pregnancy  Procedural Fairness  (Principles of natural justice were not applied  Race/Culture | Religious Dress  Sexual Harassment  Sexuality  Victimisation (for making a complaint)  Unsure  Other  If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The response - agreed action

The contact has been sent details of the EAP

Referral

Referral to Associate Director HSW or Senior HSW Advisor

No Action - contact was not complainant

No Action - information only

No Action - contact has decided the behaviour was not bullying or harassment

No Action - contact does not wish any action taken at this time

No Action - other

Individual Action - contact wishes to discuss informally with their supervisor/manager

Individual Action - contact wishes to lodge a formal complaint with their supervisor/manager

Individual Action - contact wishes to discuss with the respondent

Individual Action - contact wishes to discuss with the complainant

Individual Action – other

Other

If 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_