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[ ] OtherIf 'Other' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The contact is:

|  |  |  |
| --- | --- | --- |
| [ ] Complainant[ ] Respondent | [ ] Supervisor/Manager[ ] Unsure | [ ] OtherIf '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[ ] OtherIf '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[ ] OtherIf '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[ ] OtherIf '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[ ] OtherIf '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[ ] OtherIf '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' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_