

Sexual and Gender-Based Misconduct Prevention and Response Flow Chart

Global Leadership Institute supports staff and students who raise concerns, seek help and support, and report incidents of sexual and gender-based misconduct. The Institute supports staff and students to manage their response on their own terms depending on their own circumstances and whether they feel safe to do so.

1. DISCLOSURE

Sexual and/or gender-based misconduct incident reported to initial point of contact, i.e., any member of the GLI community.

Offer immediate support. **If the incident is life-threatening or requires emergency response, contact triple zero (000).**

Complainant referred to an GLI First Responder, who outlines available option, e.g., formal reporting to GLI, community support, or reporting to the police or other external agency.
If complainant chooses formal reporting to GLI, the following procedures are in place.

2. SUPPORT AND/OR REPORT

If complainant **gives permission** to release name and contact details, complainant and LI First Responder make a report together via:

- **Online Form:** [Sexual and Gender-Based Misconduct Report Form](#)
- **Email:** studentsafety@gli.edu.au

GLI First Responder completes de-identified recorded disclosure form if:

- Complainant **does not give** permission to release name and contact details
- Disclosure is made anonymously or without sufficient information

Staff and students may make external report to police or other external agency at any time, without prevention or pressure, and will be supported by GLI if they wish to do so.

If complainant is **aged under 18**, staff **must** make a mandatory report to the police or relevant agency

3. INVESTIGATION

A report of sexual and/or gender-based misconduct added to the Complaints Register and investigated by the Sexual and Gender-Based Misconduct Task Force. This report is not linked with other GLI systems and does not impact on complainant's academic standing or immigration status (for international students).

If contact details provided, complainant contacted within two (2) business days or, in urgent circumstances, immediately.

Confidentiality: Reports not referred to police or other external agency without complainant's consent except when staff is compelled:

- under legislation
- to protect any person from risk to life, health, or safety
- complainant is aged under 18

The Sexual and Gender-Based Misconduct Task Force must:

- ensure care and consideration for a person's wellbeing
- avoid the potential of any additional trauma or harm to all individuals involved;
- ensure required support is provided;
- ensure confidentiality of disclosures;
- act fairly and respectfully, treating all involved with dignity;
- listen with compassion, not judgement or blame;
- ensure that the rights and responsibilities of all parties involved are protected;
- ensure de-identified data on disclosures and formal reports.

4. DECISION

Task Force may:

- reject complaint if it lacks substance
- report the sexual and/or gender-based misconduct to relevant internal and external authorities if the complaint has supporting evidence

5. RESPONSE

Task Force responses determined on case-by-case basis. Considerations include:

- risk to complainant;
- principles of procedural fairness;
- balancing conflicting rights and interests and ensuring victimisation does not occur;
- requirements potentially amounting to a criminal offence;
- discussing proposed reasonable measures with affected parties

6. RECORD

All sexual and/or gender-based misconduct reports, records, and correspondence are securely retained in accordance with the [Information and Record Management Policy](#) and recorded by, monitored, and reported upon by GLI. Access is subject to confidentiality requirements pertaining to related parties and GLI staff requiring access.