Trinity College
Staff Code of Conduct

Introduction

1 An Anglican foundation and an affiliated College of the University of Melbourne, Trinity College is an autonomous institution governed by a representative Council of some 40 members, which meets twice a year, and a Board with 12 members, which meets monthly. The Warden is the Chief Executive Officer of the College and works closely with the Senior Management Team comprising: the Dean as the Head of the Residential College and Deputy to the Warden; Dean, International Programs; Dean, Trinity College Theological School; the Director of Advancement; the Director of Finance & Administration and the Chief of Staff.

2 Trinity College is an educational community in which all conduct is expected to be based on respect and consideration for others. The Trinity College Staff Code of Conduct imposes obligations on staff to demonstrate respectful, considerate behaviours in their dealings with students and each other and with all members of the Trinity College community, and describes processes for responding to breaches of this Code. Conduct not consistent with respect for others may be the subject of processes and disciplinary actions, consistent with the seriousness of the alleged behaviour. Details and examples of disciplinary provisions and procedures are included in the Code.

3 The Trinity College Staff Code of Conduct (the Code) is used by the College in respect of staff matters and deals in circumstances where allegations of sexual or other forms of harassment, bullying and similar conduct, are alleged against a staff member. Conduct that would not fall within the ambit of this Code (e.g. theft) may be subject to normal disciplinary procedures as set out in the Staff Terms and Conditions document.

4 The Code sets out the behaviour and conduct expected of staff members of Trinity College. It also sets out the processes applicable or available where there have been possible breaches of the Code, and describes the range of consequences which may follow if a staff member is found by the College to have breached the Code.

5 The College has a variety of contractual and statutory relationships with its staff. The College also recognises a general responsibility to ensure the College as an educational community and workplace, functions on the basis of respect and consideration for others. These two factors mean that the application of this Code to specific conduct is not based on a person having to make a complaint, although a complaint process is available. The College itself, once informed of a possible breach of the Code, may decide unilaterally to investigate the circumstances giving rise to the possible breach, make a determination about those circumstances and impose consequences on any staff found to be in breach of the Code.
6 In addition to the complaint procedures outlined in respect of possible breaches of the Code, broad community based mechanisms for information, support, and complaint remain available to staff at any time. More information about external sources of support and information can be found at the end of this document.

7 The College reserves the right to make changes to this Code from time to time.
Staff Code of Conduct

8 This Code applies to all members of the Trinity College Staff. It does not apply to students, who are supported via a separate set of policies and procedures.

9 All members of the Trinity College Staff must act in accordance with this Code. The Code assumes the commitment of every member of staff to advocate and practise respect for all people, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute.

10 All staff are expected to fulfill admirable behavioural standards, and to be role models for others, aspiring to demonstrate the highest level of personal integrity at all times. Members of the Trinity College Staff must actively express such commitment in their actions and words. They must respect the rights of all other members of College, while also acting in accordance with the laws of the wider Australian community.

11 Agreeing to abide by this Code of Conduct is a requirement for membership of the Trinity College staff and the wider College, and abiding by this Code is a requirement for staff remaining members of Trinity College.

12 Trinity College staff must abide by the following standards of behaviour:

   a) Respect for and responsibility to self;

   b) Respect and empathy for, and responsibility to others; and

   c) Ethical and honest behaviour

Respect for and responsibility to self

13 It is expected that Trinity College staff will always behave responsibly in looking after themselves. They are responsible for their own conduct at all times. It is also expected that they will seek help if and when it is needed, and will at all times apply themselves to their duties with dedication and vigour. They are expected to know and to adhere to this Code and other College policies, particularly in respect of all forms of harassment.

Respect and empathy for, and responsibility to others

14 Trinity College staff should show respect, empathy and consideration for others, so that all may live, study and work in harmony, and so that community members of every background may feel respected, safe, and included. Trinity College staff should permit others to live and study in a safe, respectful environment and are entitled to expect such an environment for themselves.

15 Bullying, discrimination, harassment, vilification, victimization and inappropriate touching are expressly prohibited.

16 As staff are in a position of authority over students, relationships of a sexual or otherwise intimate nature between staff and students are not acceptable in any circumstances.
Ethical and honest behaviour
17 Trinity College staff must behave with personal integrity and honesty. They must accept the consequences of their own actions, apologise where appropriate and practise ethical and responsible behaviour in their dealings with others.

Breaches of the Code

18 Trinity College staff are expected to report possible breaches of this Code to one of the Advisors listed on the portal at https://www.trinitycollege.vic.edu.au/portal/emergency/advisors.php, whether in respect of themselves or another member of the Trinity College staff.

19 The College will treat all possible breaches of the Code seriously. However, the College recognises that staff conduct may be regarded, in any given circumstance, on a scale from minor to extremely serious. For that reason, the processes to be applied in determining whether a breach of the Code has occurred, and what the consequences of any established breach should be, are matters reserved to the discretion of the College.

20 Staff must be aware that all possible breaches of this Code which are characterised by the College as capable of amounting to serious misconduct will be:

   a) investigated, whether or not a person makes a complaint about the conduct;
   b) the subject of a determination, after investigation, of whether the staff member concerned has engaged in serious misconduct;
   c) capable of resulting in, after a determination, consequences that may include termination of employment.

Serious misconduct is defined on page 12. That definition is not exhaustive and characterisation of conduct as “serious misconduct” will be a matter for the College to determine in each particular case.

Process

General

21 The process in relation to any complaint, or where the College decides itself to investigate a staff member’s conduct, will be at the discretion of the College.

22 In cases where information about a possible breach of the Code has come to the attention of the College, however this information comes to the attention of the College, the College may unilaterally initiate a process to investigate and resolve the matter.

23 In cases where such information comes to the attention of any staff member of the College, including a trained Advisor, the staff member will have a duty to report the incident to the relevant department head (i.e., Deans, or other Senior Staff member).

24 Allegations of serious physical violence, including sexual assault, will be immediately reported to the police by the College.
25 Processes will be undertaken and concluded as quickly as is reasonably possible. The College accepts it has a responsibility to ensure any investigation and determination process adopted under this Code is fair.

26 The College reserves the right to determine the nature of the process depending upon the gravity of the possible breaches of the Code, issues of confidentiality, and the number of staff involved. The College will seek and take account of the views of staff involved in deciding what processes to adopt, but the final decision of what processes to adopt in a particular case will be made by the College.

27 The procedures in this document do not derogate from the normal managerial responsibilities of relevant staff members, which may still be exercised as appropriate.

28 The steps in relation to possible breaches of the Code are shown below. These steps can be used where a staff member wishes to complain about a possible breach of the Code but will also available to the College when it becomes aware of a possible breach of the Code and decides to investigate the matter itself.

**Complaint based, or individual initiated, processes**

29 An individual may always seek advice from a trained Advisor. Names and contact details of trained Advisors are regularly updated on the College Portal at [https://www.trinitycollege.vic.edu.au/portal/emergency/advisors.php](https://www.trinitycollege.vic.edu.au/portal/emergency/advisors.php). Individuals may also make use of a broad range of external community-based mechanisms, such as the Victorian Equal Opportunity Commission.

a) **Step 1: Speak with a trained Advisor.** If appropriate and desirable, also speak directly and informally with the person who engaged in the behaviour you think may be in breach of the Code.

b) **Step 2: Decide, with the assistance of your Advisor, whether the behaviour is likely to be a breach of the Code.** If not, then speak with your Advisor about other means of support. If the behaviour is likely to be a breach of the Code, then an individual can use the steps that follow to resolve the matter.

c) **Step 3: Decide whether you wish to make a complaint**

If you wish to make a complaint, you will be asked to put your complaint in writing. An Advisor can assist you with this. The complaint must identify those you allege have breached the Code and what you allege they have done. It should be as specific as possible. The complaint will be forwarded to the relevant department head and the Chief of Staff.

d) **Step 4: Conciliation. All complaints will need to go through a conciliation process, unless the College decides otherwise.** A conciliator will be appointed to meet with each party individually to discuss and try to reach agreement regarding the complaint, possible redress and future behaviour. If agreement cannot be reached, the complainant may ask for the allegations to be investigated. Alternatively, even if the complainant does not ask for the matters to be investigated, the College may itself decide to investigate the allegations.
Outcomes of Conciliation. Conciliation is not a disciplinary process, and disciplinary outcomes will not necessarily result from this process. Details of an agreement will be communicated to the relevant department head, the Chief of Staff and other relevant parties. Breaches of an agreement reached via conciliation may result in additional action consistent with these procedures.

Note 1: prior to a conciliation agreement being finalised, the College will inform the parties involved if, in its opinion, there is likely to be an investigation of the allegations of a breach of the Code by the College, irrespective of the outcome of the conciliation, so that the parties may take that fact into account in their involvement in the conciliation process.

Note 2: in all cases involving allegations of serious misconduct, the outcome of the conciliation MUST be reported to the relevant department head, the Chief of Staff and to the Warden. The outcome will be kept confidential by the relevant department head, the Chief of Staff and the Warden, save for any disclosures they deem necessary and appropriate if the allegations are to be investigated separately by the College or if disciplinary action is to be taken.

e) Step 5: After an unsuccessful conciliation any party to the conciliation may ask for the matter to be investigated

The relevant department head, in consultation with the Chief of Staff, will decide whether a complaint will be investigated. In making this decision, the views of all those involved will be considered. The College reserves the right to take appropriate disciplinary action without referring the matter to a Committee if the circumstances warrant.

If it is decided that a complaint will be investigated, a committee of one senior member of the Trinity College Staff and two staff members who are not members of the division(s) of Trinity College to which the matter may relate will be appointed by the relevant Department Head or designee to formally investigate the matter.

f) Step 6: Outcomes of Investigation

The committee will present its findings about what occurred, and will make recommendations to the relevant Department Head or designee, who will make the final decision whether there has been a breach (or breaches) of the Code, how serious those breaches are and what consequences (if any) should follow for the staff member(s) involved. Consequences may include apologies (including public apologies where appropriate), personal or professional counselling, the imposition of conditions on continued employment or the termination of employment. Where the Department Head or designee is of the

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1 The relevant Department Head is the head of the school or department to whom the staff member reports or the Head of the Department to which he/she is primarily connected i.e., the Dean, Dean of Theological School, or Dean International Programs, Director of Advancement, Director of Finance & Administration, Chief of Staff.

2 The designee will be another member of Trinity College Senior Staff. In cases where a process is initiated that involves the relevant Department Head as one of the parties (either complainant or respondent), the Warden will appoint the committee. In cases where a process is initiated that involves the Warden as one of the parties (either complainant or respondent), the Board will appoint the committee.
view that a staff member has fundamentally breached their employment status due to serious misconduct, then the Department Head or designee is not constrained to follow the recommendations of an investigating Committee, though she/he will likely consult with other senior staff colleagues before making a final decision.

g) **Appeal**

There will be no internal appeal or review processes within the College if there has been a formal investigation and report. If any party is dissatisfied with the outcome of these processes, they may discuss their dissatisfaction with the Warden. Staff of course retain the access of all members of the Australian community to HREOC/EOCV processes, and to the Courts.

**Non-complaint based, College initiated processes**

30 Where the College receives information about a possible breach of the Code, it may decide whether to investigate the matter regardless of whether there has been a complaint or not.

31 If the possible breach may involve **serious misconduct** as defined on page 12, the College will investigate the matter regardless of whether there has been a complaint or not.

32 If a complaint is made about a possible breach of the Code, the College will await the outcome of any conciliation process and any application by the complainant for the complaint to be investigated. If conciliation is unsuccessful and the complainant does not apply for an investigation, then the College may still decide to investigate the allegations itself.

33 Where the College is satisfied the possible breach **may not** amount to **serious misconduct**, the manner in which the College investigates the matter will be decided by the College on a case-by-case basis.

34 Where the College is satisfied the possible breach or breaches **may** amount to **serious misconduct**, the College may appoint a committee of one senior member of the Trinity College Staff and two staff members who are not members of the division(s) of Trinity College to which the matter may relate, will be appointed by the relevant Department Head or designee to formally investigate the matter. Where the Department Head or designee is of the view that a staff member has fundamentally breached their employment status due to serious misconduct, then the Department Head or designee is not constrained to follow the recommendations of an investigating Committee, though she/he will likely consult with other senior staff colleagues before making a final decision. The College also reserves the right to take appropriate disciplinary action without referring the matter to a Committee if the circumstances warrant.

35 The committee will present its findings about what occurred, and will make recommendations to the relevant Department Head or designee, who will make the final decision whether there has been a breach (or breaches) of the Code, how serious those breaches are and what consequences (if any) should follow for the staff involved. Consequences may include apologies (including public apologies where appropriate), personal or professional counselling, the imposition of conditions on continued employment or the termination of employment. The
Department Head or designee is not constrained to follow the recommendations of a Committee.

36 There will be no internal appeal or review processes within the College if there has been a formal investigation and report. If any party is dissatisfied with the outcome of these processes, they may discuss their dissatisfaction with the Warden. Staff of course retain the access of all members of the Australian community to HREOC/EOCV processes, and to the Courts.

Trinity College Advisors

37 The role of an Advisor is to listen, and to inform the individual of their options for dealing with possible breaches of the Code. Advisors are staff members who have received training in respect of all forms of harassment and are specifically available to staff in respect of information about this Code, and in particular, the various options available to staff in the case of a breach of the Code. Speaking with an Advisor does not mean that a complaint is being made.

38 Staff must be aware however that where the information they give an Advisor suggests the possible breach may involve serious misconduct, Advisors must bring the matter to the attention of the relevant department head. Advisors may indicate if, for any reason, they are unable to provide appropriate assistance owing to a conflict of interest. A list of Advisors may be found on the Trinity College portal under Emergency Contacts.

39 In cases where there is a conflict of interest for an Internal Advisor or if a staff member requests this, External Advisors can be contacted to assist staff with information and support.

40 In consultation with the Chief of Staff, the relevant department head or designee manages arrangements for contacting External Advisors. The relevant department head or designee will also liaise with External Advisors in their capacity as External Conciliators when appropriate.
Mechanisms for complaint, information and support:

**Trinity College Internal Advisors**
([https://www.trinitycollege.vic.edu.au/portal/emergency/advisors.php](https://www.trinitycollege.vic.edu.au/portal/emergency/advisors.php) will always have the most current list, but at publication, the following list was accurate)

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<tr>
<td>Andreas LOEWE</td>
<td>Warden's Office: College Chaplain</td>
<td>Bishops</td>
<td>Chaplain's office</td>
<td>x7192</td>
<td><a href="mailto:aloewe@trinity.unimelb.edu.au">aloewe@trinity.unimelb.edu.au</a></td>
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<td>0401 372 301</td>
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<tr>
<td>Anita KRAUTSCHNEIDER</td>
<td>TCFS Counselling: Student Counsellor</td>
<td>Swanston St</td>
<td>Swanston St LG 9</td>
<td>x7507</td>
<td><a href="mailto:anitak@trinity.unimelb.edu.au">anitak@trinity.unimelb.edu.au</a></td>
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<tr>
<td>Brenda HOLT</td>
<td>Warden's Office: Chief of Staff</td>
<td>Leeper</td>
<td>Leeper 8</td>
<td>x7520</td>
<td><a href="mailto:bholt@trinity.unimelb.edu.au">bholt@trinity.unimelb.edu.au</a></td>
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<td>Bernard LEIGH</td>
<td>TCFS Maths Lecturer</td>
<td>Swanston St</td>
<td>LG3</td>
<td>x7002</td>
<td><a href="mailto:bleigh@trinity.unimelb.edu.au">bleigh@trinity.unimelb.edu.au</a></td>
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<tr>
<td>Chris CAROLANE</td>
<td>Chaplaincy: TCFS Chaplain</td>
<td>Swanston St</td>
<td>LG 10</td>
<td>x7464</td>
<td><a href="mailto:ccarolan@trinity.unimelb.edu.au">ccarolan@trinity.unimelb.edu.au</a></td>
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<td>Cate ELSWORTH</td>
<td>TCFS Chemistry Lecturer</td>
<td>Bouverie St</td>
<td>Chemistry Laboratory</td>
<td>x7035</td>
<td><a href="mailto:celswort@trinity.unimelb.edu.au">celswort@trinity.unimelb.edu.au</a></td>
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<td>Glen JENNINGS</td>
<td>TCFS Administration: Associate Dean (Academic Operations)</td>
<td>33-35 Royal Pde</td>
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<td><a href="mailto:gjenning@trinity.unimelb.edu.au">gjenning@trinity.unimelb.edu.au</a></td>
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<td>Hsein KEW</td>
<td>Resident Tutor: Economics</td>
<td>Gourlay</td>
<td>GY 207</td>
<td>x7590</td>
<td><a href="mailto:hkew@trinity.unimelb.edu.au">hkew@trinity.unimelb.edu.au</a></td>
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<td>Ian TEO</td>
<td>TCFS Psychology Lecturer</td>
<td>Lincoln Sq Nth</td>
<td>Room 204</td>
<td>x7053</td>
<td><a href="mailto:iteo@trinity.unimelb.edu.au">iteo@trinity.unimelb.edu.au</a></td>
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<td>James BAKER</td>
<td>TCFS Psychology Lecturer</td>
<td>Lincoln Sq Nth</td>
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<td>Kerry HIGGINS</td>
<td>TCFS Biology Subject Leader</td>
<td>Lincoln Sq Nth</td>
<td>1st floor</td>
<td>x7050</td>
<td><a href="mailto:khiggins@trinity.unimelb.edu.au">khiggins@trinity.unimelb.edu.au</a></td>
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<td>Kim HUBERY</td>
<td>HR: Payroll &amp; Administration</td>
<td>Leeper</td>
<td></td>
<td>x7136</td>
<td><a href="mailto:khubery@trinity.unimelb.edu.au">khubery@trinity.unimelb.edu.au</a></td>
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<td>Maureen VINCENT</td>
<td>TCFS Psychology Subject Leader</td>
<td>Lincoln Sq Nth</td>
<td>Room 208</td>
<td>x7052</td>
<td><a href="mailto:mvincent@trinity.unimelb.edu.au">mvincent@trinity.unimelb.edu.au</a></td>
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<tr>
<td>Neralie HOADLEY</td>
<td>TCFS EAP Subject Leader</td>
<td>29 Royal Pde</td>
<td>Room 1</td>
<td>x7532</td>
<td><a href="mailto:nhoadley@trinity.unimelb.edu.au">nhoadley@trinity.unimelb.edu.au</a></td>
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<tr>
<td>Patricia JACKSON</td>
<td>TCFS Chemistry Subject Leader</td>
<td>Swanston St</td>
<td>Rm 13</td>
<td>x7024</td>
<td><a href="mailto:pjackson@trinity.unimelb.edu.au">pjackson@trinity.unimelb.edu.au</a></td>
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**External Resources**

**Equal Opportunity Commission of Victoria**


**Commonwealth Human Rights and Equal Opportunity Commission**


**CASA House**


3rd FLOOR
QUEEN VICTORIA WOMEN'S CENTRE
210 LONSDALE STREET
MELBOURNE

**Counselling & Support Line**: 03 9344 2210
Admin Line: 03 9347 3066
Role of staff in respect of the Staff Code of Conduct

Role of Warden

41 The Warden is responsible for the good government of the College. At her or his discretion, the Warden may act in any capacity in respect of possible breaches of the Code as set out in this document.

42 Where a complaint has been addressed to the Warden, he/she will usually direct the matter to the relevant Head of Department/Division and the Chief of Staff to be dealt with under the processes set out in this Code.

Role of Chief of Staff

43 The Chief of Staff acts to support staff in respect of information about avenues for resolving complaint. He/she will not act as a formal Advisor to staff, but can direct staff to trained Advisors, including at the request of a member of staff, those trained Advisors who are external to the College.

44 He/she acts in an advisory capacity in respect of all matters relating to breaches of the Code of Conduct. The Chief of Staff is also available to Advisors in respect of advice and support.

Role of Department Head

45 The Department Head will have responsibility for responding to all matters relating to possible breaches of the Code as set out in this document. The Head of Department will inform and/or seek advice from the Chief of Staff in such circumstances. The relevant department head may also appoint a member of the Senior Staff to act as his/her designee.

Role of Advisors

Internal Advisors

46 Internal Advisors are staff who have received particular training and are specifically available to staff in respect of information about this Code, and in particular, the various options available to staff in the case of a possible breach of the Code. Speaking with Advisors does not mean that a complaint is being made. A complaint is not made until it is put in writing and given to an Advisor.
Staff must remember however that where an Advisor believes there has been a possible breach of the Code which could amount to serious misconduct as defined in this Code, the Advisor is obliged to bring the matter to the attention of the relevant Department Head and/or the Chief of Staff.

47 Advisors may indicate to staff if, for any reason, they are unable to provide appropriate assistance owing to a conflict of interest.

*External Advisors/Conciliators*

48 In cases where there is a conflict of interest for an Internal Advisor or if a staff member requests this, External Advisors can be contacted to assist staff with information and support.

49 In consultation with the Chief of Staff, the relevant Department Head or designee manages arrangement for contacting External Advisors. The relevant Department Head or designee will also liaise with Advisors in their capacity as External Conciliators when appropriate.

*Role of Chaplains*

50 The Chaplains in the College offer pastoral care, support and encouragement to all the College community. They are available to discuss any matter. However, under the National Code of Practice for Clergy, they are required to adhere to strict rules regarding confidentiality. These rules will be explained to staff and student when meeting with them.

There may be a legal obligation to report criminal offences.

*Role of other staff*

51 As outlined in the Code, all staff have a responsibility to report possible breaches of the Code of Conduct.

52 Staff are encouraged to seek the advice of an Advisor in the first instance or to encourage other staff to do so. If desired, more than one staff member can seek the advice of the same Advisor if this is helpful to the individuals concerned, or where more than one person has been affected by a possible breach of the Code.

53 Staff are strongly advised not to discuss such matters with other staff members or people other than those indicated in the Code.

**Definitions**

54 “Bullying” means acts of aggression – physical or verbal – against another person which result in the other person being coerced into doing or not doing something, becoming injured, embarrassed, anxious, or seriously uncomfortable. Bullying often involves an abuse of power. While bullying can be an isolated incident it is often repeated.

55 “College” includes the Warden, Council and the Board of Trinity College and includes each of them acting in a way authorised by the *Trinity College Act 1979*, the Constitution of Trinity College or any other policies and procedures of Trinity College.

56 “Complaint” means a written complaint about a possible breach of the Code.
“Discrimination” means any conduct which makes distinctions between an individual or a group so as to disadvantage some and to advantage others, or treats an individual or a group less favourably than others, on the basis or because of an attribute or status they possess (e.g., sex, race, religious belief, sexual preference, political opinion).

“Harassment” means any offensive, belittling or threatening behaviour directed at an individual or group which takes place in circumstances in which any reasonable person, having regard to the circumstances, would have been offended, humiliated or intimidated. Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and often (but not always) repeated. Sexual harassment is included in this definition and is one particularly serious form of harassment. It occurs where the harassment involves conduct of a sexual nature. In addition to sexual harassment people may experience harassment because of their belief systems, including political or religious beliefs or activities, cultural, racial, or socio-economic background, gender, sexual orientation, parental status, physical features or disability, among other things.

“Serious misconduct” includes sexual assault and may include conduct which breaches this Code of Conduct and which, to a significant extent, involves physical violence, blackmail, victimisation, an abuse of a position of power or responsibility within the College, repeated breaches of the Code of Conduct, dishonesty, fraud, the deliberate making of false allegations against another student or a staff member, serious verbal abuse or vilification.

“Trinity College Staff” means all persons engaged as staff by Trinity College on a full-time, fractional, sessional, permanent, contract, casual, paid or voluntary basis.

“Victimisation” means any unfavourable treatment of a person who has made a complaint, or allegation, about a breach of this Code of Conduct, whether the complaint was written or oral and irrespective of whether the person asked for the complaint to be conciliated or investigated.

“Vilification” means any form of conduct not undertaken reasonably and in good faith that:

a) incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or class of person on the grounds of their race, religious beliefs or practises; or

b) is done because of the race of another person and is reasonably likely to offend, insult, humiliate that other person.
63 The following diagram presents various scenarios for redress if an individual or group is the recipient of disrespectful and/or inappropriate behaviour from another member/group of members of the Trinity College community.

If you are the recipient of disrespectful and/or inappropriate behaviour from another member/group of members of the Trinity College community, please speak with an Advisor. At any stage of this process an individual may seek advice from a trained Advisor. Names and contact details of trained Advisors are available on the College Portal. Individuals may also make use of a broad range of community-based mechanisms, such as the Equal Opportunity Commission.

**Step 1:** Speak with a trained Advisor. If appropriate and desirable, also speak directly and informally with the person who engaged in the offensive behaviour.

Do you wish to make a complaint?  
- Yes  
- No

Do you wish to employ formal or informal procedures?  
- Formal  
- Informal

**Step 2a:** Conciliation

A conciliator will be appointed to meet with each party individually to discuss and reach agreement regarding future behaviours. If agreement cannot be reached, a formal process may be initiated. Please note that conciliation may not be possible in the case of serious misconduct.

Does the behaviour constitute a breach of the code of conduct?  
- Yes  
- No

**Step 2b:** Investigation

A committee of one senior member of the Trinity College Staff and two staff who are not members of the division(s) of Trinity College to which the matter may relate may be appointed by the relevant Department Head or designee to formally investigate the matter. Please note that an investigation may be necessary in the case of serious misconduct. The College also reserves the right to take disciplinary action without referring the matter to a committee if the circumstances warrant.

The College may unilaterally initiate the formal or informal processes below to resolve the matter.

**Step 3a:** Outcomes of Conciliation

Conciliation is not a disciplinary process, and disciplinary outcomes will not necessarily result from this process. Details of an agreement will be communicated to the relevant department head, the Chief of Staff and other relevant parties. Breaches of an agreement reached via conciliation may result in additional action consistent with these procedures.

**Step 3b:** Outcomes of Investigation

The committee will present findings about what, on the balance of probabilities, occurred, and will make recommendations to the relevant department head or designee, who will make a decision about outcomes. Outcomes may include disciplinary consequences. Further behaviour may result in additional action consistent with these procedures. Please note that the Department Head or designee is not constrained to follow the recommendations of the Committee.

The relevant Department Head is the head of the department to whom the staff member reports or to which department he/she is primarily connected. Please note that in the case of serious misconduct, the Warden may choose to serve as the relevant Department Head.

The designee will be a member of Trinity College’s Senior Staff. In cases where a process is initiated that involves the relevant Department Head as one of the parties (either complainant or respondent), the Warden will appoint the committee. In cases where a process is initiated that involves the Warden as one of the parties (either complainant or respondent), the Board will appoint the committee.