



MACQUARIE
University
SYDNEY · AUSTRALIA



RESPECT. NOW. ALWAYS.

Guide to reporting sexual misconduct at Macquarie University



Acknowledgement of Country

Respect. Now. Always. and Macquarie University acknowledge the Traditional Custodians of the land on which Macquarie University stands – the Wallumattagal Clan of the Dharug Nation – whose cultures and customs have nurtured, and continue to nurture, this land since time immemorial. We pay our respects to Elders, past and present.



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YOU CAN CREATE A SAFER COMMUNITY *with us*
(YOU)^{MS}

Respect. Now. Always.

The Respect. Now. Always. (RNA) program at Macquarie University aims to create a safer university community. We're here to help prevent and respond to sexual misconduct and other unwanted behaviours.

This guide explains the reporting options available at Macquarie University for students dealing with sexual misconduct.

Questions?

Contact us at respect@mq.edu.au



RESPECT. NOW. ALWAYS.

Summary chart

WHAT IS SEXUAL MISCONDUCT?

Sexual misconduct includes sexual harassment, sexual assault, unwanted sexual touching and other forms of non-consensual sexual activities that take place physically, verbally or online, including the non-consensual sharing of intimate images.

WHAT HAPPENS NEXT?

If you submit an IUB report, University staff will contact you within three working days to ask how they can assist and what course of action you want the University to take. You will be kept informed of progress and can change your mind about reporting at any time. See **page 21**.

IF YOU HAVE EXPERIENCED SEXUAL MISCONDUCT?

Decide what action you want to take.

IN AN EMERGENCY

If there is an immediate risk:

On campus call Security
(02) 9850 9999

Off campus call **Triple Zero (000)**
24 hours a day, 7 days a week

For after-hours support and assistance on campus call:
1800 CARE MQ (1800 227 367)

Make an **Inappropriate or Unwanted Behaviour (IUB) report** to ask the University to look into an incident on campus or involving the MQ community. See **page 10**.

You can also seek external counselling, medical and legal support or make a report to **NSW Police**. See **page 17**.

If you would like wellbeing support, lodge a **MQ CARE form** to explore short term assistance with study concerns, counselling or referrals to external services. See **page 7**.

WHAT TO DO IF YOU HAVE WITNESSED SEXUAL MISCONDUCT?

You can make an IUB report on someone else's behalf. It's best if you get their permission to share any details first. See **pages 7 and 11-12**.

WHAT IF I AM ACCUSED OF SEXUAL MISCONDUCT?

You will be contacted by a University investigator and the misconduct concerns raised in the IUB report will be explained to you. Any investigation will be undertaken with procedural fairness, and you will be kept informed as the investigation progresses. See **page 14**.

This is just a summary of information. Be sure to read the entire guide to understand all processes involved.

What is sexual misconduct?

'Sexual misconduct' means any unwanted, inappropriate, abusive or exploitative behaviour of a sexual nature. This includes things like sexual harassment, sexual assault (sex without consent), unwanted touching, and sharing intimate images without permission. It can happen in person, through words or actions, or online through words or images. Threatening to engage in this behaviour may also be considered sexual misconduct.

If you want to know more, refer to the **Macquarie University Student Sexual Misconduct Prevention and Response Policy**.



What can I do if I have experienced sexual misconduct?

If you've experienced sexual misconduct, remember, it's not your fault. You are not alone, and the University has services to help you. You can seek help or advice from the University at any time – there are no deadlines. Here are some options.

- **Report inappropriate or unwanted behaviour (IUB)**

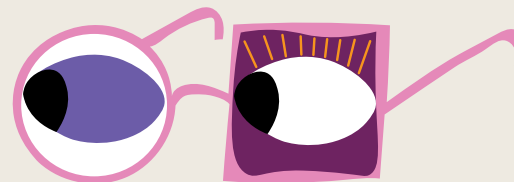
If you experience or witness sexual misconduct on campus, or in connection to the Macquarie University community, you can let the University know by lodging an IUB report. This might lead to a misconduct investigation if necessary. Even if you've just heard about an incident, reporting helps ensure that the University is aware and can take appropriate action. There are IUB reporting buttons on every iLearn home page and the Student Wellbeing webpage.

mq.edu.au/care-behaviour



- **Seek outside help**

You can also get support from external counselling, medical or legal services, or report the incident to NSW Police. **See pages 17 and 22 for more information.**



SUPPORT AT MACQUARIE UNIVERSITY

At Student Wellbeing, Macquarie students can access short-term mental health and wellbeing support, as well as study support and advice on how to get help from services outside the University.

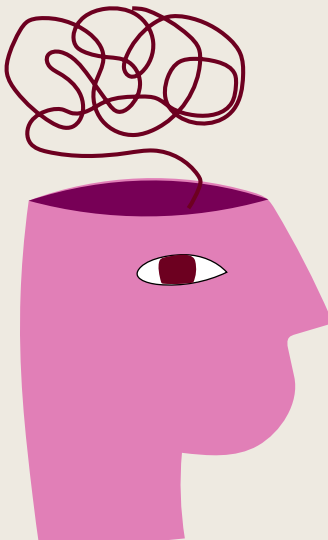
Student Wellbeing staff have a range of skills and experience to help people from diverse backgrounds, including:

- First Nations students
- international students from different cultures
- LGBTIQ+ students
- neurodivergent students
- students with disability

To ask for support from Student Wellbeing, lodge a confidential CARE form. The form will ask you to provide some details about your situation, the reason you are seeking support, and how to contact you.

You can lodge a CARE form on behalf of someone else, but it's a good idea to talk to them first.

To fill out a **CARE form** scan the QR code or visit **Student Support Services Referral**. mq.edu.au/care-form



What to do if someone tells you they've experienced sexual misconduct

If someone confides in you that they've experienced sexual misconduct, here's how you can support them.

First, make sure there is no immediate danger.

If there is, call **MQ SECURITY** on **(02) 9850 9999** or the **POLICE** on **TRIPLE ZERO (000)**.

AFTER HOURS SUPPORT AND ASSISTANCE: 1800 CARE MQ (1800 227 367)

If the immediate danger has passed, you can support them by:*

- **Listening carefully:** Let them speak without interruptions or judgement.
- **Showing belief and support:** Believe what they tell you and affirm their feelings.
- **Empowering their choices:** Provide information to help them decide their next steps. Your role isn't to solve the problem but to support them in whatever they choose to do next. You can refer them to the IUB reporting system and help them make a report, if this is what they want.

Remember to look after yourself too. It can be very upsetting to receive a disclosure of sexual misconduct. Reach out to Student Wellbeing by submitting a CARE form if you need support.

*Adapted from Safe and Equal (2022), Responding to Disclosures. safeandequal.org.au/working-in-family-violence/prevention/disclosures/

Frequently asked questions about inappropriate or unwanted behaviour (IUB) reporting



When should I lodge an IUB report?

When you have experienced, witnessed or heard about sexual misconduct on campus, or connected to the Macquarie University community, and you want the University to know about it.

How can I make an IUB report?

You'll find IUB reporting buttons on every iLearn home page and the Student Wellbeing webpage. The University will look into the matter and determine what action to take, based on the information you provided.



What details do I need to include in an IUB report?

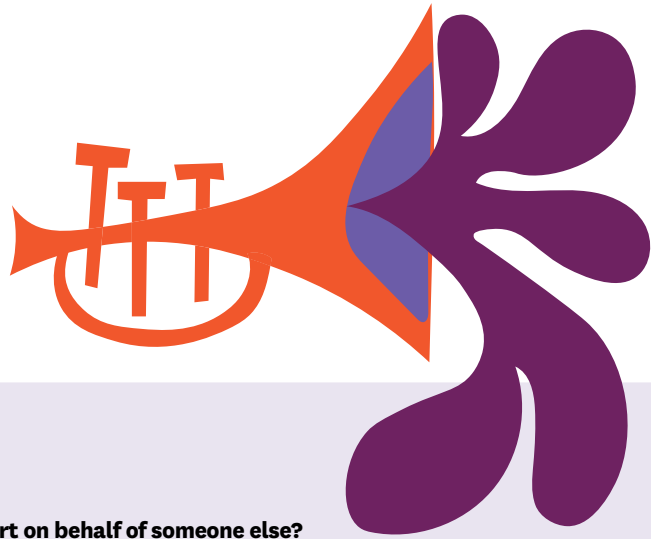
The IUB report form will ask for details about the incident, the people involved, and where it took place. Providing as much information as you feel comfortable sharing helps the University to assess the report. If you want to be contacted and assist with any further investigations, you'll be asked for your name, phone number and email address.

Will my privacy be respected?

No information you provide will be shared without your consent (unless there is risk of harm to self or others). If you are under 18, or the incident involves a minor, the University may need to report it to child protection authorities, but you will always be informed.

Can I make an anonymous IUB report?

You can make an anonymous report if you want to let the University know about inappropriate behaviour, or an unsafe location, without revealing your identity. However, staff won't be able to follow up with you and get more information to help them investigate, and they won't be able to let you know what action the University has taken. If you make an anonymous report, you'll receive a reference number you can use if you decide to provide your contact details later on.



Can I report on behalf of someone else?

Yes, you can make an IUB report on behalf of someone else, but it is best to get their permission before sharing any of their details. If you don't have their permission, the University might be limited in how it can respond.

What happens after I make an IUB report?

If you include your contact details, University staff will reach out to you by email within three working days to discuss how they can help and what steps you want the University to take. Some issues might be resolved informally, if this is what you prefer. But if there is enough evidence indicating a serious risk or harm, the University might conduct an investigation.

Do the police need to be involved?

Reporting to the police is a personal choice and the University will respect your decision. Sometimes, if there are concerns about the safety of others, the police or Campus Security might need to be informed, but this will be discussed with you first. You will always be informed of any actions taken.

I am an international student. Will making an IUB report or seeking support from the University affect my visa?

No, if you make a report or seek support your visa will not be affected.

I am an international student. Will my parents or family be informed that I have made an IUB report or sought support from the University?

No. The University will not contact your family or friends unless you request this.

I live in student accommodation. Will making an IUB report or seeking support from the University affect my accommodation?

No, if you make a report or seek support, it will not affect your student accommodation.

What happens in a sexual misconduct investigation?

If the University determines there is enough evidence of misconduct to perform an investigation, here is what you can expect:

1. Contacting you

An investigator from the University will ask you about the information in your IUB report. They might also talk to other people named in your report, such as witnesses, to have all the available evidence.

2. Safety and wellbeing measures

The University might impose temporary (interim) measures such as changing class schedules, or restricting individuals from coming onto certain areas of campus, to ensure the safety of all people involved.

3. Your involvement

You can choose how much you want to be involved in the investigation. You can bring a support person to any meetings and you will not have to meet with the person you reported. Student Wellbeing will be notified of your report and you will be contacted by a clinician and offered support.

4. Response to the IUB report

Once the investigator has all the relevant information, they'll contact the person you reported and ask them to respond to any misconduct concerns raised in your IUB report.

5. Outcome

If an investigation finds that a student has committed misconduct according to the Student Code of Conduct, they will face consequences depending on the severity of the behaviour, such as:

- a warning
- mandated training or counselling
- removal or restriction from student organisations
- suspension from studies or permanent exclusion from the University.

What happens if I am accused of sexual misconduct?



If someone reports you for sexual misconduct, here is what you can expect:

1. Contact from the University

A staff member from the University will contact you to explain the report and the situation.

2. Safety and wellbeing measures

The University might put temporary (interim) measures in place, like asking you not to contact certain people, restricting access to certain buildings or limiting your time on campus, depending on the seriousness of the allegation.

3. Investigation

If there is enough evidence for an investigation of misconduct, an investigator from the University will contact you and you'll be asked to provide your response to the misconduct concerns. You can bring a support person to any meetings. Student Wellbeing will be informed, and you will be contacted by a clinician and offered support. The investigation will review the IUB report and any other evidence, consider your response, and determine if there has been a breach of the Student Code of Conduct.

4. Outcome

If an investigation finds that you have committed misconduct according to the Student Code of Conduct you will face consequences depending on the severity of the behaviour, such as:

- a warning
- mandated training or counselling
- removal or restriction from student organisations
- suspension from studies or permanent exclusion from the University.

Misconduct investigations are undertaken following the principle of procedural fairness. This means that all people involved in an investigation are given a fair hearing before any decisions are made.

Does being accused of sexual misconduct affect my academic standing?

DURING THE INVESTIGATION:

Any temporary measures won't affect your academic standing.

AFTER THE INVESTIGATION:

If the investigation finds that you have committed misconduct, there may be consequences that impact your academic standing, including expulsion from your degree in the most serious cases.

Seek advocacy support from the University

Student Advocacy provides confidential and independent advice to help you understand the University rules and what they mean for you. They can help you understand your rights, whether you're the one reporting someone's behaviour or someone has reported you.

Student Advocates do not make decisions but are here to help you understand your rights and responsibilities while studying at Macquarie University.

Contact Student Advocacy by submitting a CARE form
mq.edu.au/care-form



Reporting sexual misconduct by a staff member

If you are a student, reports about a staff member's behaviour are submitted the same way as reports about students. Here is what to expect:

1. IUB report

Use the IUB form to report any concerns about the behaviour of staff.

2. Consent to refer to HR and Student Wellbeing

The IUB report will be processed in three working days. If your contact details are provided, staff will email you to seek consent to forward the report to the University's Human Resources (HR) department for management, and ask if you want support from Student Wellbeing.

3. Refer to HR and Student Wellbeing - anonymous reports

If the IUB report is anonymous, it will be referred directly to HR. Based on the details in the report, it might also be referred to Student Wellbeing for review. The University takes anonymous reports seriously, but staff won't be able to follow up with you and get more information to help them investigate, and they won't be able to let you know what action the University has taken.



While reports about a staff member will be referred to the University's HR department, Student Wellbeing will continue to support you throughout the process.

Seeking external support

Police

If you want the police to investigate the sexual misconduct, you can contact NSW Police directly, or you can ask Student Wellbeing to support you in contacting them.

You can make a statement to the police if you want them to investigate or arrest the perpetrator, if you want to apply for the Victims Support Scheme, or if you want to show the perpetrator that you are taking action.

If you would prefer not to make a statement, but still want the police to know what happened, you can complete the online Sexual Assault Reporting Option (SARO) questionnaire through the NSW Police Force Community Portal.

portal.police.nsw.gov.au/adultsexualassault/s/reportingoptionsvictims

The police will not take action in response to a SARO, but it will allow them to record what happened and to collect important information about sexual offences.

For more information about what happens when you report to the police, seek medical care or legal advice, see the Women's Legal Service NSW guide: [Women and Sexual Violence Law](https://wlsnsw.org.au/resources/women-and-sexual-violence-law/) wlsnsw.org.au/resources/women-and-sexual-violence-law/

See Section 10: Resources and support services (pages 21–23) for information on how to contact the police.

Security and safety on campus

Medical and counselling support

If you want to seek medical or counselling support you can contact a service directly.

NSW Health Sexual Assault Services are free and confidential services based in community health centres or hospitals across New South Wales.

Full Stop Australia provides a 24/7 telephone and online counselling service for people who have experienced sexual violence.

You might want to seek medical support to access health examinations like pregnancy tests and sexually transmitted infection (STI) tests, or to undergo a forensic medical examination (Sexual Assault Investigation Kit). If you want to report the incident to the police, forensic medical evidence can help the investigation and any criminal processes.

Legal support

If you want legal advice, including advice about reporting to the police, you could contact your local Community Legal Service or Legal Aid directly.



See Section 10: Resources and support services (pages 21–23) for information on how to contact local counselling, medical and legal services.

The University provides the following safety services:

- **Free shuttle bus:** From 4pm to 12.30am, Monday to Friday during the study session, running between campus buildings, Macquarie University Metro Station and student accommodation.
- **Campus security escorts:** You can ask Campus Security to walk you from any location on campus to the metro station, bus stops, parking areas or student accommodation – anytime, day or night.
- **Emergency help points** are located around the Wallumattagal Campus, on posts or building walls. They start recording video as soon as you press the help button. They are marked as blue dots on the campus map on the following page.

● see map overleaf



See Section 10: Resources and support services (pages 21–23) for information on how to contact Campus Security.



Resources and support services

UNIVERSITY SERVICES

Student Wellbeing

16 University Avenue,
Ground Floor of Australian hearing Hub,
Macquarie University NSW 2109

T: (02) 9850 7497

E: wellbeing@mq.edu.au

For after-hours 24/7 support,
contact MQ CARE at **1800 227 367**.

Macquarie University Security

Security Control Centre

4 Link Road

Macquarie University NSW 2109

Access is available 24/7.

T: (02) 9850 7112

E: campussecurity@mq.edu.au

Security Shopfront (Library)

16 Macquarie Walk

Macquarie University NSW 2109

Opening hours 7am – 12am weekdays

9am – 12am weekends

T: (02) 9850 7105

UNIVERSITY POLICIES

Select the links below:

***Student Sexual Misconduct
Prevention and Response Policy***

***Student Sexual Misconduct
Prevention and Response Procedure***

Student Code of Conduct

Student Conduct Procedure

***Complaints Resolution Policy for
Students and Members of the Public***

***Staff Sexual Harassment Prevention
and Response Policy***

FOR IMMEDIATE HELP OR MEDICAL ATTENTION CONTACT:

On campus: (02) 9850 9999

Off campus: Triple Zero (000) (Emergency Services)

**After Hours Support and Assistance:
1800 CARE MQ (1800 227 367)**

POLICE SERVICES

NSW POLICE

In emergencies, call **Triple Zero (000)**

For non-urgent enquiries, contact the Police Assistance Line on **131 444**

Ryde Police Area Command (PAC) Office

8 Victoria Road, GLADESVILLE 2111

T: (02) 9879 9699

Ryde Police (24 hours)

810 Victoria Road, RYDE 2112

T: (02) 9808 7401

Gladesville Police (24 hours)

8 Victoria Road, GLADESVILLE 2111

T: (02) 9879 9699

Eastwood Police (24 hours)

3 Ethel Street, EASTWOOD 2122

T: (02) 9858 9299

Police Sexual Assault Services

portal.police.nsw.gov.au/adultsexualassault

Sexual Assault Reporting Option (SARO)

If you do not want to speak with a police officer but you want to inform the police that you have been sexually assaulted, you can complete the SARO form:

portal.police.nsw.gov.au/adultsexualassault/s/reportingoptionsvictims

CRISIS RESPONSE SERVICES

Northern Sydney Sexual Assault Service – Part of Northern Sydney Local Health District's Prevention and Response to Violence, Abuse and Neglect (PARVAN) Service

Provides sexual assault counselling service, medical care and forensic services (when appropriate).

Based at Royal North Shore Hospital, St Leonards

T: (02) 8797 7174

(8.30am – 5pm, Mon – Fri)

T: (02) 9926 7111 (after hours)

E: NSLHD-PARVANintake@health.nsw.gov.au
health.nsw.gov.au/parvan

Full Stop Australia

24/7 counselling helpline for people impacted by sexual violence and abuse

T: 1800 385 578

fullstop.org.au

1800 RESPECT

24/7 national domestic, family and sexual violence counselling, information and support service

T: 1800 737 732

Online chat: 180orespect.org.au

Video call: (9am – 5pm, Mon – Fri)

180orespect.org.au

Lifeline

24/7 phone, text or online counselling for personal crisis

T: 13 11 14

Text: 0477 13 11 14

Online chat: lifeline.org.au/crisis-chat
lifeline.org.au

Child Protection Helpline

To report suspected child abuse or neglect
24/7 (NSW Department of Communities and Justice)

T: 132 111

CRISIS RESPONSE SERVICES

Rainbow Sexual, Domestic and Family Violence Helpline

24/7 domestic and family violence support for LGBTQIA+ communities

T: 1800 497 212

fullstop.org.au/get-help/our-services

QLife

Anonymous and free phone or online support for LGBTQIA+ people, available every day from 3pm to midnight

T: 1800 184 527

Online chat: qlife.org.au/resources/chat
qlife.org.au

13YARN

National crisis support line for mob who are feeling overwhelmed or having difficulty coping. Confidential one-on-one yarning opportunity with a Lifeline-trained Aboriginal and Torres Strait Islander Crisis Supporter 24/7

T: 13 92 76

13yarn.org.au

Domestic Violence Line (NSW)

24/7 emergency help and counselling line for domestic and family violence
Interpreters are available

T: 1800 65 64 63

Teletypewriters (TTY): 1800 671 442

dcj.nsw.gov.au/children-and-families/family-domestic-and-sexual-violence

NON-CRISIS SUPPORT SERVICES

Community Legal Centres

Call LawAccess or visit the CLC NSW website to find your nearest community legal centre in New South Wales.

T: 1300 888 529 (LawAccess NSW)

clcnsw.org.au

eSafety Commissioner for reporting online harm

esafety.gov.au/report

Women's Legal Service NSW

Free confidential legal advice and representation for women experiencing domestic violence, sexual assault, family law and other legal issues. Includes a First Nations women's legal program

wlsnsw.org.au/contact-us

Legal Aid Domestic Violence Unit

Specialist domestic and family violence lawyers and social workers; consultation, and support

1800 938 227 (9am – 5pm, Mon – Fri)

Free drop-in clinic

97–99 Goulburn St, Sydney

(9.30am – 1pm, 2.30pm – 4pm, Mon – Fri)

legalaid.nsw.gov.au



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