



**TIIS**  
THE INSTITUTE  
OF INTERNATIONAL  
STUDIES



# Sexual Harm Prevention and Response Policy

**The Institute of International Studies Pty Ltd**

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## Purpose

This policy affirms the commitment of The Institute of International Studies (TIIS) to:

- Provide a safe, respectful, and inclusive environment for students, staff, and stakeholders;
- Maintain zero tolerance towards all forms of Sexual Harm, including Sexual Assault and Sexual Harassment (SASH);
- Prioritise the safety, dignity, and wellbeing of those who disclose or formally report incidents of Sexual Harm;
- Ensure compassionate, timely, and appropriate responses in line with procedural fairness, confidentiality, and legal obligations.

## Scope

This policy applies to:

- All TIIS staff, students, contractors, visitors, and volunteers;
- All settings in which TIIS conducts business, including physical campuses, virtual environments, events, placements, and third-party locations.

Where incidents occur outside this scope, TIIS may be limited in applying sanctions but will ensure access to support services and apply special consideration where warranted.

## Definitions

**Consent:** Clear, informed, and voluntary agreement to engage in specific sexual activity. Consent can be withdrawn at any time. Individuals unable to understand the nature of the act (due to age, intoxication, sleep, or cognitive impairment) cannot give valid consent.

**Disclosure:** The sharing of information about an experience of Sexual Harm with another person.

**Formal Report:** A formal complaint submitted to TIIS or a relevant authority seeking action or investigation.

**First Responder:** A trained TIIS staff member listed on the TIIS Register of First Responders, authorised to provide initial support to individuals affected by sexual misconduct.

**Procedural Fairness:** A process that ensures fairness by informing individuals of allegations, providing a right of response, conducting unbiased investigations, and offering reasoned outcomes.

**Sexual Assault:** Any act involving coercion or force to engage in sexual activity without consent. This includes manipulation, threats, or taking advantage of vulnerability.

**Sexual Harassment:** Unwelcome conduct of a sexual nature which a reasonable person would find offensive, humiliating, or intimidating. This includes verbal, visual, written, or physical behaviours.

## Policy Principles

- TIIS prioritises the safety and wellbeing of its community.
- TIIS maintains zero tolerance for SASH.
- All disclosures and reports will be handled with compassion, confidentiality, and impartiality.

- TIIS will support individuals regardless of whether they pursue formal reporting or legal action.
- TIIS will ensure fair treatment of all parties, including access to support, legal rights, and protection from retaliation.

## Prevention Strategies

TIIS commits to:

- Embedding behavioural expectations in student and staff induction;
- Delivering regular communication and education to raise awareness of sexual misconduct;
- Promoting consent culture and respectful relationships;
- Maintaining trained First Responders and a dedicated SASH Taskforce;
- Providing professional development to all staff on trauma-informed responses;
- Ensuring safe mechanisms for disclosure and reporting.

## Rights and Responsibilities

Complainants have the right to:

- Confidentiality, compassion, and support;
- Choose whether to formally report or involve police;
- Submit an anonymous report, with understanding of its limitations.

TIIS is responsible for:

- Respecting Complainants' choices;
- Taking timely and effective action;
- Maintaining a secure Incident Register for SASH matters;
- Reporting incidents involving minors or serious threats to the police;
- Minimising identity disclosures unless legally required.

All members of TIIS must:

- Comply with this policy;
- Act respectfully and ethically;
- Report observed misconduct and access support services as needed;
- Avoid retaliatory behaviour against complainants or witnesses.

Confidentiality and Privacy

- All complaints will be handled confidentially unless disclosure is necessary to protect health and safety;
- Information will only be shared with consent, or when required by law.

## Roles and Responsibilities

| Role                         | Responsibilities                                                                          |
|------------------------------|-------------------------------------------------------------------------------------------|
| <b>Student Support Staff</b> | Facilitate access to First Responders and support services                                |
| <b>First Responders</b>      | Provide initial response, outline support and reporting options, maintain confidentiality |

|                                    |                                                                            |
|------------------------------------|----------------------------------------------------------------------------|
| <b>SASH Taskforce</b>              | Investigate reports, ensure coordinated response, maintain records         |
| <b>Health &amp; Safety Officer</b> | Provide training, monitor systemic issues, ensure compliance and reporting |
| <b>Managers/Supervisors</b>        | Promote policy awareness, respond appropriately to disclosures             |
| <b>All Employees</b>               | Comply with the policy, avoid misconduct, report violations                |

## Retaliation

TIIS strictly prohibits retaliation against anyone who:

- Reports an incident of Sexual Harm;
- Participates in an investigation;
- Opposes misconduct under this policy.

Examples of retaliation include, but are not limited to:

- Grade reduction;
- Negative performance review;
- Dismissal or exclusion.

Violations of this provision will result in disciplinary action.

## Policy Review

This policy will be reviewed annually by the Health & Safety Officer in consultation with the SASH Taskforce and Executive Management Team and updated in line with evolving best practices and regulatory requirements.

## Related Policies

- Student Code of Conduct
- Staff Code of Conduct
- Complaint and Grievance Resolution Policy
- Critical Incident Management Policy
- Staff Grievance Resolution Policy
- Students Support Policy

## Relevant Standards and Legislation:

- Higher Education Standards Framework (HESF) 2021: 1.1, 1.3, 2.3, 2.4, 6.2
- National Code of Practice for Providers of Education and Training to Overseas Students 2018: Standard 6
- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1977 (NSW)
- Australian Human Rights Commission Act 1986
- Crimes Act 1900 (NSW)
- Crimes Act 1914 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Fair Work Act 2009
- National Student Ombudsman

- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Work Health and Safety Act 2011 (NSW & Cth)

## Governance and Review

The Registrar is responsible for the implementation, monitoring, and annual review of this policy, including reporting student support outcomes and trends to the Executive Management Team and Board of Directors.

## Version History

|                         |                                            |
|-------------------------|--------------------------------------------|
| Policy title            | Sexual Harm Prevention and Response Policy |
| Current version         | 2.0                                        |
| Policy Sponsor or Owner | Registrar/CEO                              |
| Endorsement Body        | Academic Board                             |
| Endorsement Date        | 08 April 2026                              |
| Policy Approver         | Board of Directors                         |
| Approval Date           | 7 May 2026                                 |
| Implementation Date     |                                            |
| Date of next review     | May 2029                                   |

| Version | Approved by        | Approval Date | Details       |
|---------|--------------------|---------------|---------------|
| 1.0     | Board of Directors | 7 May 2026    | Minor details |

\*\*\*\*\*END OF POLICY and PROCEDURE\*\*\*\*\*