

# Understanding disclosures, reporting and support at UTS for gender-based violence

## If something has happened to you

You can talk to UTS about an experience of gender-based violence in different ways. You are in control of how much you share and what you want to happen next.

Support is available whether or not you choose to make a formal report to UTS.

Support options can be found here: [uts.ac/respect](https://uts.ac/respect)

## Your options

### Disclosure

A disclosure is a way to tell UTS about an experience so you can access support and understand your options. It does not automatically start an investigation and is available to you even if you are unsure what you want to do.

### Report

A report is a way to formally raise a concern with UTS under university processes. It considers your preferred outcomes and may involve assessment or investigation but does not guarantee a particular outcome.

### Disclosure vs Report

Disclosure	Report
<ul style="list-style-type: none"> <li>• Focuses on wellbeing, support and safety</li> <li>• Does not automatically start an investigation (unless it involves significant safety concerns)</li> <li>• Helps you understand options</li> </ul>	<ul style="list-style-type: none"> <li>• Focuses on raising a formal concern</li> <li>• May involve assessment or investigation</li> <li>• Considered under UTS processes</li> </ul>
<p>If you are seeking a specific outcome we can try and facilitate an early resolution through more informal processes</p>	<p>If you are seeking a specific outcome we will use assessments and investigation to attempt to reach your preferred outcome seek a mandated outcome</p>

Report or raise a concern: [uts.ac/reachout](https://uts.ac/reachout)

## What to expect when speaking with a Safety Caseworker

Safety caseworkers can listen, provide trauma informed support, explain options, connect you with services and help coordinate practical arrangements where possible.

Safety caseworkers are not investigators, decision makers or legal advisors.

## Confidentiality and support during the process

UTS does not apply automatic or mandatory confidentiality requirements on students raising concerns. Students can access support from trusted people and UTS support services throughout the process. Students raising or responding to concerns have an obligation not to bully or victimise any person as part of the process.

Information is handled in line with UTS privacy notices and records management obligations.

Gender-based violence notification privacy notice: [uts.ac/GBVprivacy](https://uts.ac/GBVprivacy)

## Immediate support and safety measures

In some situations, UTS may assist with short term measures such as study or class related adjustments. Possible supports depend on your preferences, the circumstances and UTS processes. Your safety caseworker will help facilitate the implementation of safety and support measures.

## Working toward outcomes

UTS safety caseworkers will talk with you about your preferred outcomes. Some outcomes require sufficient information to support action, while others may depend on the other party agreeing.

Because your experience is unique, the outcomes you seek may also be unique. Your safety caseworker will work with you to identify your goals and needs.

## This is not a legal process

Disclosure and reporting at UTS are separate from police or court processes and focus on safety, support and university procedures.

## If you have been named as a respondent

A respondent is the person who has had allegations made against them as part of a disclosure or report. Being named as a respondent does not mean a finding has been made or disciplinary action has occurred. Processes aim to be respectful and procedurally fair.

## Support for respondents

Respondents will be contacted by a safety caseworker to offer support. You can choose to access support at any stage. Safety Caseworkers can explain processes, provide neutral information and connect you with support services.

## Early resolution and respectful behaviour

In some situations, outcomes may be reached more quickly if there is an agreement on actions that help people involved feel safe. These actions may not require admission of wrongdoing and are not disciplinary findings. Some examples could include agreeing not to access a space, changing classes, agreeing not to attend events or participate in certain UTS activities or agreeing to change your behaviour.

## Possible outcomes and penalties

If an allegation is substantiated and a penalty is applied, the penalty may be recorded on your file. Some examples of penalties may include:

- Being excluded from the University temporarily or permanently
- Being stood down from a role in the University
- Having to move classes or study online
- Receiving a written warning

## Investigation process overview

If a formal investigation is requested or if there are significant safety concerns UTS may be obliged to investigate. This overview shows how a report may progress through UTS processes. Support is available to disclosers and respondents at every stage.

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### Concern raised or report submitted

- Discloser submits a report or raises a concern
- Support is available immediately

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### Initial assessment

- UTS considers discloser's preferred outcome and what process applies
- Opportunity for the discloser to meet with investigator
- Not all reports proceed to an investigation (this could depend on whether there is an early resolution or sufficient substantiating evidence).

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### Investigation (if applicable)

- At the start of an investigation, both the discloser and respondent are notified in writing. The discloser will be notified first.
- Additional information may be gathered, which could include talking to any witnesses.
- The respondent will be given the opportunity to respond to allegations.
- Support remains available throughout to both the discloser and respondent.

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### Outcome decision

- A report will be prepared by the investigator, highlighting whether the allegation/s were substantiated.
  - Sometimes an allegation may not be substantiated based on evidence, but that does not mean that the allegation wasn't true or did not happen. It also doesn't mean that the discloser isn't believed - it means that there wasn't enough information for the allegation to be verified.
- Even if the allegation isn't substantiated, UTS can still work with the discloser and respondent towards an outcome that helps everybody feel safe and respected at UTS.
- If an allegation is substantiated, UTS will prioritise the outcome sought by the discloser, within the context of UTS rules, procedures and codes of conduct.
- At the end of an investigation, both the discloser and respondent will be notified in writing of the outcomes. The discloser will be notified first.

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### Appeals

- The respondent can appeal a decision.
- The appeal must be lodged within five business days of receiving the outcome.
- The discloser will be notified in writing if a respondent appeals a decision.
- The appeal will be finalised by UTS within 20 business days.
- You also have the right to make a complaint about the investigation process. Your safety caseworker can support you through this process.