

# IMB Statement of Acceptable Behaviour

Further to UQ's strategies for [preventing discrimination, harassment and bullying](#), the Institute for Molecular Bioscience (IMB) is committed to supporting an environment that is free of discrimination, bullying, and harassment and which promotes respect for persons, integrity, and equitable treatment. Together, we are responsible for eliminating unacceptable behaviour and maintaining a safe, healthy and supportive environment.

The behaviours and actions of all IMB staff and students should support a positive, safe, inclusive, and respectful work and study environment. All staff and students have a responsibility to behave in a respectful and equitable manner towards other staff, students, and members of the community as detailed in The University of Queensland (UQ) [Staff Code of Conduct](#) and [Student Charter](#).

Discrimination, harassment and bullying will not be tolerated under any circumstances, and may be unlawful under [State or Commonwealth legislation](#). All staff have a responsibility to behave in a respectful and inclusive manner towards other staff, students and members of the community, as detailed in the [Code of Conduct \[1.50.01\]](#). UQ identified and trains Discrimination and Harassment Officer (DHCOs) who are staff members trained to assist staff and students with enquiries related to discrimination, harassment and bullying.

Managers and supervisors have a particular responsibility to ensure that all reasonable steps are taken to prevent discrimination, harassment and workplace bullying from arising and addressing concerns and grievances in accordance with the relevant policies and procedures: and that relevant UQ [Staff](#) or [Student](#) Grievance Resolution Policies and Procedures are followed.

- [Code of Conduct](#)
- [Equity and Diversity](#)
- [Prevention of Sexual Harassment](#)
- [Sexual Misconduct](#)
- [Prevention of Racism](#)
- [Discrimination and Harassment](#)
- [Disability](#)
- [Staff Grievance Resolution and Student Grievance Resolution](#)

The above policies outline the definitions of what constitutes discrimination, harassment and bullying as well as the different types within each of these such as but not limited to indirect discrimination and sexual harassment.

Further information on the procedures and support mechanisms are UQ are available on the following websites:

- [Preventing discrimination, harassment and bullying information and services](#)
- [Resolving staff grievances](#)

## IMB's expectations of staff and students



The IMB expects all staff and students to act in accordance with the [Staff Code of Conduct](#) and/or [Student Charter](#) as well as all relevant policies and procedures.



All staff and students should ensure that they have read and completed all mandatory training concerning the UQ Code of Conduct, via [Learn.UQ](#). Staff and students are encouraged to review the Code of Conduct on a regular basis.



Additionally, UQ staff are required to use their best endeavors to promote and protect the interests of the University and avoid actual and perceived conflicts of interest, as guided by the University's [Conflict of Interest Policy](#).

## What is not acceptable workplace behaviour?

Examples of unacceptable behaviour include, but are not limited to:



Not complying with UQ policies and procedures



Engaging in negative behaviour that impacts colleagues



Discriminating against, harassing or bullying another employee(s), student or any other person



Improper use of IMB or UQ equipment and resources

Where an employee or student fails to meet these expectations and engages in inappropriate behaviour, disciplinary action may be taken in accordance with University policy and procedures. Please refer to the relevant UQ policies and procedures as referenced on page 1 of this document.

Additional supporting information can be found in the [National Guide for Preventing and Responding to Workplace Bullying](#).

## Responsibilities as a supervisor



Regularly informing staff members of their responsibilities regarding acceptable workplace behaviour



Alongside HR, ensure staff grievances are addressed sensitively, promptly and in accordance with the principles of natural justice



Leading by example and setting standards of behaviour by treating all staff with courtesy and respect



Maintain respect and confidentiality of the people involved as reasonable



Ensuring staff are aware they can make a formal complaint using the University's complaint and grievance processes



Ensure fairness and impartiality prevail throughout the appropriate resolution process



Taking all allegations seriously and addressing behaviour concerns, with support of your local HR at the earliest opportunity

## Who to contact

Who is most appropriate for you to contact for support, advice or information will depend on the circumstances. It should be someone you feel comfortable talking to.

### Staff

Staff should see the [preventing discrimination, harassment and bullying website](#) to view a list of contacts. You can also seek support from UQ's [Employee Assistance Program](#). Within IMB you can contact your supervisor, a member of the IMB Executive team, an IMB [DHCO](#), or the IMB's HR Client Partnering Team. You can alternatively seek support from a [DHCO](#) from any organisational unit.

### Students

Students should contact [Student Services](#) or see the [student grievance resolution process](#) for contacts and procedures. Within IMB you can contact your supervisor, a member of the IMB Executive team, or an IMB [DHCO](#). You can alternatively seek support from [Amanda Carozzi \(Graduate School DHCO\)](#) or a [DHCO from any organisational unit](#).

## Procedures for reporting and addressing inappropriate behaviour

The University takes allegations of inappropriate behaviour in the workplace seriously and supports students and employees in raising honest concerns. Students and employees will be protected from any repercussions if they make a genuine complaint.

Staff and students who feel they have witnessed inappropriate behaviour are encouraged to contact their supervisor or our HR Client Partnering team for advice and assistance. Any complaints will be handled with sensitivity, discretion and confidentiality.

At UQ and IMB, we encourage where it's possible, appropriate and safe to do so, to consider resolving conflict and concerns informally. Wherever possible, the complainant should attempt to seek resolution of the problem at the earliest time and lowest organisational level, before seeking formal resolution.

## Quick Reference Guide

1

### Inform your supervisor

If your issue also involves sexual misconduct please also contact the HR

2

### Attempt to resolve the issue internally

Through your supervisor and/or appropriate authorized staff member

3

### If unsuccessful, escalate the issue

This may involve undertaking formal steps as per the current UQ policies and procedures

**Option 1:** Direct discussion

**Option 2:** Referral to supervisor or HR for informal resolution

**Option 3:** Submit a written formal grievance

**Option 4:** Submit an anonymous complaint

### **Option 1: Direct discussion**

Staff and students can choose to raise their concerns directly with the person(s) their complaint is about and requesting the alleged behaviour to stop, if they are comfortable with this approach. This could be face-to-face or in writing.

The aim is to reach an acceptable outcome that minimises any potential detriment to ongoing workplace relationships.

### **Option 2: Referral to supervisor or HR for informal resolution**

If staff/students do not feel comfortable with the direct approach (option 1), or this approach fails to resolve the issue, the matter can be referred to the supervisor or our HR Client Partnering team for confidential informal resolution. Strategies may include:

requesting a relevant staff member to raise the matter with the individual requesting a conciliation or mediation be arranged

It is important that due process is followed during efforts to resolve the matter, and that all staff member(s) involved in the matter are given an opportunity to present their side, to facilitate a positive and agreed resolution.

### **Option 3: Submit a written formal grievance**

Where informal resolution is unable to resolve the matter, or such informal processes are inappropriate or unsafe, staff and students may consider filing a formal complaint. This may also be appropriate if the matter is sufficiently serious to warrant a formal investigation. Staff and students who wish to pursue a grievance should contact our HR Client Partnering team or Student Services, who will support them through the process of seeking resolution according to The University of Queensland [Staff](#) or [Student](#) Grievance Resolution Procedures.

### **Option 4: Submit an anonymous grievance**

If staff/students do not feel comfortable with being identified through the informal or formal approaches above, they may wish to make an anonymous report online.

Anonymous reports of sexual assault or sexual misconduct can be made [here](#)

Anonymous reports of other forms of inappropriate behaviour can be made [here](#)

## Development Courses

Want to learn more about how you can make IMB a safe and inclusive workspace for everyone? UQ has a number of development courses you can take. This is not an exhaustive list, see MyLearning section of [Workday](#) for more.

[Cultural Competence Training](#)

[Corrupt Conduct and Public Interest Disclosures](#)

[Supporting Students with Mental Health Conditions](#)

[Sexual Misconduct Prevention Response 101](#)

[UQ Ally Workshop](#)

[Ethics Awareness Workshop](#)

[Mental Health First Aid Course](#)

[Managing Unconscious Bias](#)

## For further details, please contact:

### IMB Culture Committee

[equity@imb.uq.edu.au](mailto:equity@imb.uq.edu.au)

[imb.uq.edu.au/diversity-and-inclusion-imb](http://imb.uq.edu.au/diversity-and-inclusion-imb)



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