

Sexual Assault and Sexual Harassment Policy

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	IGI prospective and current students, staff, and relevant third parties (including Education Agents).		
Related Documents	Complaints and Appeals Policy Complaints and Appeals Procedure Critical Incident Policy Critical Incident Procedure Diversity, Equity and Inclusion Policy General Misconduct Policy General Misconduct Procedure Student Support Policy Student Support Procedure Student Code of Conduct Staff Code of Conduct		
Version	Authorised by	Approval Date	Effective date
1.1	General Manager IGI	1 Oct 2023	1 Oct 2023

1. Purpose

The purpose of the Sexual Assault and Sexual Harassment Policy is to outline IGI's approach to preventing sexual assault and sexual harassment and the support available in response to sexual harm.

2. Definitions

Item	Definition
Consent	Permission or agreement. In the context of this policy, consent is an agreement between participants to engage in sexual activity. Consent should be clearly and freely communicated, and giving consent means knowingly and freely agree to take part in sex or sexual activity.
Course	A structured sequence of study undertaken leading to the award of a diploma and degree.
Current student	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> • they complete the course of study. • they withdraw from the course of study. • their enrolment is discontinued, or they are excluded from a course or study at ihGI due to misconduct or other reasons. • they fail to re-enrol in units of the course without approved leave, in which case the student will be regarded as having ceased their course of study.

Item	Definition
International student (or Overseas Student)	A person who is required to hold an Australian student visa for the purpose of study in Australia as defined by the ESOS Act.
Sexual assault	Refers to a situation when someone forces another person to take part in a sexual activity with them without that person's consent.
Sexual harassment	Unwelcome sexual behaviour that's offensive, humiliating or intimidating. It can be written, verbal or physical, and can happen in person or online.

3. Scope

This Policy applies to all members of the IGI's community, including students, staff, contractors and visitors.

The Policy also applies where IGI has a duty of care, such as:

- at all physical and digital campuses (including accommodation);
- use of IGI's equipment (e.g. technology, facilities, etc.);
- in attendance at an event or activity;
- acting as a representative of IGI (e.g. placements, exchanges, etc.);
- deployed on IGI business.

4. Policy statement

4.1. The safety and wellbeing of the IGI community are top priority, and sexual assault and sexual harassment are not tolerated in any form. IGI is committed to providing students and staff with a safe and respectful environment. It achieves this through sexual harassment and sexual assault prevention strategies, providing prompt and wide-ranging support services and applying appropriate penalties for those found guilty of sexual harassment or sexual assault.

5. Principles

IGI is committed to the following principles that underpin this Policy:

- 5.1 IGI recognises that an educative approach to addressing sexual assault and sexual harassment and promoting a zero-tolerance attitude helps prevent or minimise incidents. Refer to the *Sexual Assault and Sexual Harassment Procedure*.
- 5.2 IGI prioritises the safety and wellbeing of any individual who reports sexual assault or sexual harassment. Individuals are treated with compassion and empathy by staff who have relevant training.
- 5.3 IGI thoroughly investigates all allegations of sexual assault and sexual harassment.
- 5.4 It is the choice of the individual whether to disclose the matter informally or formally, either internally (complaint) or externally (police). Each may occur by itself and in any order. IGI fully supports an individual who reports the incident to external agencies.
- 5.5 Information on reporting sexual assault and sexual harassment is publicised in print and electronic formats.
- 5.6 Those accused of sexual assault and sexual harassment are afforded principles of procedural fairness.
- 5.7 IGI safeguards the immediate safety, wellbeing and protection of an individual who has suffered sexual assault or sexual harassment. A wide range of support is available regardless of whether the incident is disclosed informally or formally. Information on the type of support and assistance available is offered promptly.

- 5.8 To avoid further trauma, staff minimise the number of times a person who has suffered sexual assault or sexual harassment is asked to recall the incident.
- 5.9 In providing support, IGI recognises that the experiences, needs and perspectives of distinct population groups (e.g. international students, LGBTIQ+, those with a disability) may differ and that support is culturally competent.
- 5.10 The confidentiality and privacy of all parties is respected to the appropriate extent. Information may be retained for monitoring or reporting. Disclosure of information may be required to satisfy regulatory and legal obligations.

6. Roles and responsibilities

- 6.1 The Governing Board receives reports (with de-identified data) and considers recommendations for process improvement.
- 6.2 The Management Team is responsible for the ongoing cooperation of the IGI community to promote and embed the principles outlined in this Policy into their behaviour and decision-making.
- 6.3 The General Manager IGI is the owner of this Policy and is responsible for the following:
- monitoring trends and preparing reports for the Advisory Board, and
 - implementing continuous improvement recommendations.
- 6.4 The Student Wellbeing Coordinator is the first responder and IGI's recommended point of contact for individuals wishing to disclose or formally report a sexual assault or sexual harassment.
- 6.5 Students and staff are responsible for treating members of the IGI community with respect and ensuring all interactions are free from harassment or discrimination.

7. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- TEQSA Guidance Note: Wellbeing and Safety

8. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and minor amendments	All