

La Trobe University Student Union Incorporated

LTSU OFFICE BEARER GRIEVANCE PROCEDURES

The Grievance procedures apply to all LTSU Office Bearers and Council members.

1. Rights and Obligations

1.1 These procedures apply to discrimination or victimisation based on any of the following attributes:

- 1.1.1 Gender Identity
- 1.1.2 Race or ethnicity
- 1.1.3 Sexual Orientation
- 1.1.4 Religious Beliefs
- 1.1.5 (Dis) Ability
- 1.1.6 Cultural Identity

1.2 These procedures also apply to:

- 1.2.1 Sexual, racial or (dis) ability harassment
- 1.2.2 Racial or religious vilification
- 1.2.3 Generalised bullying
- 1.2.4 Sexual Harassment and assault

2. Privacy

2.1 LTSU Office Bearers, Council Members and Staff who are involved in matters arising through grievance procedures are required to respect the privacy of personal information and the sensitive nature of matters raised.

2.2 Disclosure of personal information, such as details of complaints and allegations and names of persons involved should be limited to those involved and the grievance officers.

2.3 In serious circumstances where decisions must be made by the executive, council or President of the La Trobe Student Union, information must be kept confidential and the parties involved notified that the process has extended beyond the grievance officers.

2.4 Misuse or abuse of the grievance policy in line with personal disagreements or as a means to political ends is a particular abuse of the policy.

3. Criminal Behaviour

3.1 The most serious allegations raised under this policy may constitute a criminal offense. In the event that conduct is deemed by a reasonable person to constitute (or possibility of constituting) a criminal offense all internal grievance procedures must cease and the police notified.



4. Grievance Officers

- 4.1 The Grievance officers will be elected at the first LTSU council of each year.
- 4.2 Two Grievance officers must be elected. One of whom must identify as a woman.
- 4.3 No more than one of the grievance officers can be a member of the LTSU Executive.
- 4.4 The grievance officers must be current LTSU office bearers.
- 4.5 Grievance officers are elected for the period of 1st of February until the 31st of December.
- 4.6 The grievance officers must act fairly, impartially, without bias and in avoid conflicts of interest.
- 4.7 The Grievance officer will facilitate in the resolution of grievances brought to them.
- 4.8 The grievance officers must act in good faith and respect the privacy of all parties involved.
- 4.9 In the event that there is a casual vacancy in the position of grievance officer the LTSU General Secretary must be notified and a replacement elected at the next available council.
- 4.10 The grievance officers will be given training where applicable.

5. Grievance Process (see LTSU Constitution)

5.1 Advice and Assessment:

- 5.1.1 This is an Informal process to allow parties to make informed decisions that will assist them in resolving issues through discussion.
- 5.1.2 The grievance officers will attempt to resolve conflicts or issues where possible.

5.2 Conciliation:

- 5.2.1 This is an informal process to allow parties to resolve issues and conflicts.
- 5.2.2 A person making a complaint must not be forced to conciliation if they feel unsafe or unable to do so.

5.3 Investigation and resolution

- 5.3.1 In the event that a grievance cannot be solved through advice and assessment or conciliation the grievance officers will investigate further in attempt to resolve the issue.
- 5.3.2 If the grievance reported is of a serious nature than it must be reported as per the guidelines in the LTSU Office Bearer Disciplinary Regulations.

6. Other Information

- 6.1 In the event that a complaint or grievance is lodged against one or more of the grievance officers a member of the executive is to be notified.
- 6.2 The member of the executive notified will hold on information in confidence and will consult the disciplinary regulations and grievance procedure to attempt to resolve the conflict.

