

Equity Contact Officers are asked to complete this form after each enquiry. The information collected will assist the University identify trends and put strategies in place to manage any emerging issues. The information gathered will also assist JCU develop education programs for staff and students.

Please **DO NOT** include client identifying information on this form

Contact Officer's Name: _____

Date of initial contact: ____/____/20____ Time: _____

Was the enquiry made: in person telephone email other _____

Nature of query: General information Specific Problem

Type of Issue/s: Discrimination Sexual Harassment Harassment Bullying

Workplace Bullying/Harassment Other _____

What attribute(s) does the complainant believe was the ground(s) for the discrimination (if applicable)?

- | | |
|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Breastfeeding |
| <input type="checkbox"/> Family Responsibilities | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> Impairment | <input type="checkbox"/> Lawful Sexual Activity |
| <input type="checkbox"/> Parental Status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Political Belief or Activity | <input type="checkbox"/> Race |
| <input type="checkbox"/> Relationship Status | <input type="checkbox"/> Religious Belief or Activity |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexuality |
| <input type="checkbox"/> Trade Union Activity | <input type="checkbox"/> Association with a person with an above attribute |

The **Complainant** is:

- Male Female
 Student Staff

For staff please provide College/Directorate
For students, what degree are they enrolled in

The **Respondent** is:

- Male Female
 Student Staff

For staff please provide College/Directorate
For students, what degree are they enrolled in

Where did the incident occur? On Campus Off Campus

When did the incident occur? Provide details _____

Please submit the completed form to Larissa Siliezar, Manager Student Equity and Wellbeing by email larissa.siliezar@jcu.edu.au or post marked "Private and Confidential" to building 18, room 103.

For further information or assistance, please contact Larissa by email or phone x14538.