

Statistical Data Collection Form for Discrimination, Harassment and Bullying Inquiries

“embracing the diversity of the communities we serve”

Discrimination and Harassment Contact Officers are asked to complete this form after each enquiry. The information collected will assist the University to 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 don't include any client identifying information in this form

Contact Officer's Name: _____

Date of initial contact: ____/____/20____ Time: _____ am/pm (circle)

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 who has any of the above attributes |

The **Complainant** is:

- Male Female
 Student Staff

For staff please provide Faculty/School /Division/Directorate
For students, what degree are they enrolled in:

The **Respondent** is:

- Male Female
 Student Staff

For staff please provide Faculty/School /Division/Directorate
For students, what degree are they enrolled in:

Incident details (please attach extra sheets if required)

Date and time of incident: _____

Place of incident: _____

Description of the incident (please attach extra sheets if required)

What actions, if any, has the individual taken to try to resolve the situation?

What information did you provide the individual to assist them resolve the situation?

What actions/decisions did the individual agree on?

Do you have any recommendation for action by Management?

Please submit the completed form to Larissa Siliezar, Manager Equity, Equity and Student Engagement by email Larissa.Siliezar@jcu.edu.au or post marked "Private and Confidential"

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