

Harassment and Discrimination Contact Officer Role Statement

Overview of the role

Harassment and Discrimination Contact Officers (HDCO) provide information to the University community on policies and procedures related to the prevention, reporting and resolution of discrimination, harassment (including sexual harassment), sexual assault and bullying. HDCOs also

- provide appropriate referral information, for example on staff and student counselling;
- play an active and important role in promoting respect on campus.

Objectives of the HDCO role

The primary objectives of the role are to:

- show empathy and listen to the person's concerns;
- provide information on Griffith policies and procedures related to discrimination, harassment (including sexual harassment), sexual assault and bullying;
- provide information on internal and external options for reporting and resolution;
- provide referral information (for example, staff and student counselling; external agencies; advocacy options);
- allow the person to choose their resolution and/or reporting option/s;
- maintain confidentiality (except where there are limits to confidentiality – see below);
- model positive behaviours and promote an inclusive study and work environment.

Responsibilities of the role

Harassment and Discrimination Contact Officers are required to:

- undertake professional development related to discrimination, harassment (including sexual harassment), sexual assault and bullying (face-to-face workshops, EO Online [Equal Opportunity Online]);
- undertake refresher training every two years;
- keep up-to-date with relevant University policies, procedures and support;
- submit the HDCO form (for statistical purposes) each time they see a person;
- model appropriate behaviour, consistent with the Griffith [Code of Conduct](#);
- contact the Senior Consultant, Equity and Inclusion if they have any concerns or require guidance.

Harassment and Discrimination Contact Officers will not:

- provide advice or an opinion on what the person should do;
- act as an advocate;
- lodge a complaint with or on behalf of a staff/student;
- direct or influence staff/students to take a particular course of action;
- provide counselling to staff/students;
- provide legal advice; and
- break confidentiality (except in situations outlined below).

Confidentiality requirements

Harassment and Discrimination Contact Officers are required to maintain confidentiality unless there is:

- consent given by the person to disclose information to a third party;
- imminent danger of serious harm to self or others;
- a legal obligation.

HDCOs are encouraged to seek University guidance on these matters and may, in the first instance, contact the Senior Consultant (Equity and Inclusion) who will seek appropriate advice on the issue.