



Australian  
National  
University



# BULLYING, SEXUAL HARASSMENT AND DISCRIMINATION

2019

A reference guide for Australian National University medical students on the definitions, policies and avenues for reporting bullying, sexual harassment and discrimination.

ANU College of  
**Health & Medicine**





**Bullying, sexual  
harassment and  
discrimination  
have no place at  
the ANU Medical  
School, but  
we know that  
medical life is  
not perfect.**

Our staff and students have the right to be part of a safe and respectful university. Sexual assault, sexual harassment, bullying and discrimination have no place here. As your Vice-Chancellor, I am affirming that the University will not shy away from talking and acting on these issues. I want to congratulate the ANU Medical School leadership, staff and students for developing this reference guide as a practical way of dealing with these issues.

**Professor Brian Schmidt AC**  
Vice-Chancellor

Experiencing or witnessing any of these behaviours can be disturbing, intimidating and distressing. The thought of reporting what you have seen or experienced can be overwhelming. Please be assured that we want you to tell us when things are wrong. We take all reports seriously, ensure good support for our students and minimise the number of faculty involved. Through the courage of previous students, we have been able to address unprofessional behaviours and work towards safe and respectful teaching and training at all times for all students.

**Professor Imogen Mitchell**  
Director, ANU Medical School



The Australian National University is committed to ensuring that staff and students are treated with integrity and respect. All members of the ANU community have the right to work and study in an environment free from discrimination, sexual harassment and bullying. These behaviours are not tolerated under any circumstances, and ANU will take action against any staff member or student who is found to have breached ANU policy. Medical students are encouraged to raise any concerns regarding bullying, sexual harassment and discrimination with the expectation that problems will be addressed in a timely and fair manner.

## What is bullying, sexual harassment and discrimination?

### What is bullying?

Bullying can cover a range of behaviours, both subtle and overt. It is considered to be any behaviour that is unreasonable and undesirable.

Bullying generally meets the following criteria:

- > It is repeated.
- > It is unwelcome and unsolicited.
- > A reasonable person would consider the behaviour to be offensive, intimidating, humiliating or threatening.

- > It has the potential to cause harm to the person experiencing the behaviour.

Examples of bullying include:

- > Putting someone down and humiliating a person through verbal abuse, gestures, sarcasm, teasing and insults, often in front of others.
- > Unjustified criticism or complaints.
- > Deliberately excluding someone from workplace activities or denying them access to information or other resources.

### What is not bullying?

It is important to differentiate between bullying and a person's legitimate work authority. All supervisors and academics can provide legitimate comment, criticism, advice and feedback on student performance or behaviour. Throughout the course of your medical career there will be differences of opinion between supervisors and students, however criticism and feedback should always be delivered in a respectful manner that does not humiliate or intimidate the recipient. If you are ever unsure if a behaviour is, or is not bullying, it is a good idea to discuss the behaviour with a trusted colleague, the ANU Medical Students' Society Equity Officer, or a trusted supervisor.

### What is sexual harassment?

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature that results in a person

feeling humiliated, intimidated or offended. It can involve physical contact or verbal remarks of a sexual nature.

### What is discrimination?

Discrimination is different to bullying, but can intersect with it. Discrimination occurs when a person or group of people are treated less favourably than another person or group on the basis of race, gender, sexuality, gender identity, intersex status, ethnic or religious background, disability, disease, age or other characteristic endemic to that individual or their relationship to someone with these characteristics. The key feature that distinguishes discrimination from bullying is that discrimination may occur as a single event.

### What can I do about it?

The ANU Medical Students' Society and the ANU Medical School are striving to create a community that is free from bullying, sexual harassment and discrimination. Experiencing or witnessing these behaviours can be overwhelming, disempowering and stressful, and we want you to know that we are here to offer support in any way that we can.

If you do witness or experience bullying, sexual harassment or discrimination, there are several actions you can take to both seek personal resolution, and change the culture around these behaviours.

### Support networks

First and foremost, it is essential to get some support. Find someone who you feel safe talking to – this might be friends, family, members of the medical student society, or any of the contacts listed on page 8.

### Informal resolution

If you feel that you want to try to address the matter yourself, informal options include:

- > Seek the advice and perspective of a trusted person to decide on strategies and appropriate responses if the behaviour occurs again. This may include people such as the ANU Medical Students' Society Equity Officer or an academic faculty member.
- > Speak directly to the person concerned. In many instances, the perpetrator does not realise the effect of their actions and, once identified, they may modify their behaviour leading to greatly improved working relationships for both parties.

If the matter cannot be resolved by these steps, discussion with your year coordinator is encouraged to try and resolve the issue. Alternatively, you can contact an independent person such as the ANU Dean of Students, who can provide confidential advice external to the Medical School.



## Formal complaint

If informal processes have failed to resolve or adequately address the issue, or you feel these processes are not applicable or safe, a formal complaint can be raised, in line with ANU processes. The steps involved in making a formal complaint are as follows:

- > Contact the ANU Medical Students' Society Equity Officer a member of the academic faculty listed in contacts on page 10, or the ANU Dean of Students for advice. The ANU Medical Students' Society Equity Officer or a faculty member, can provide additional support.
- > After the lodgement of a formal complaint the following will occur:
  - You will be contacted and offered support, and a face-to-face meeting with an independent and experienced faculty member will be arranged. The immediate priority is your safety, and we recognise that you may be worried about confidentiality and future repercussions. We want to reassure you that it is safe for you to raise your concerns, and meetings will be strictly confidential.
  - In general, an independent investigator from within ANU will be assigned to investigate your complaint. This person will conduct interviews and the findings of these interviews will be discussed with the

Dean of the ANU College of Health & Medicine, and the Director of the ANU Medical School.

- If substantiated, appropriate action will be taken to address the behaviour in partnership with your preferences and wishes. The ANU Medical School takes bullying, sexual harassment and discrimination very seriously, and depending on the nature of the incident consequences may include training, counselling, suspension of teaching and learning activities, and removal of academic title.
- Either party can appeal the findings if they decide this is warranted.
- If any aspect of the complaint possibly constitutes a criminal act, the investigator can, in consultation with you, refer the matter to the relevant agency (usually the Australian Federal Police) and the investigator will provide you further information on that process as required.

## Further avenues for help

After the completion of the formal complaint process, if you do not believe the situation has been adequately or appropriately resolved there are further avenues that can be utilised:

- > The matter can be referred in writing to the Deputy Vice-Chancellor (Academic), however advice from the Dean of Students should be sought before this occurs.

- > If the matter relates to bullying, harassment or discrimination based on sexuality, gender identity, intersex status, disability, race or age, a complaint can be made directly to the Australian Human Rights Commission (1300 656 419), or visit the webpage: [www.humanrights.gov.au/complaint-information](http://www.humanrights.gov.au/complaint-information)
- > The ACT Ombudsman is able to investigate complaints of unreasonable administrative actions taken by ANU towards students. Complaints can be made online: [ombudsman.act.gov.au/pages/about-us/our-office/what-we-do.php](http://ombudsman.act.gov.au/pages/about-us/our-office/what-we-do.php)
- > Contact the claims department of your medical defence insurer for impartial and independent advice (this can be done at any stage).
- > If you are involved in making a formal complaint, you are asked to:
  - Follow the complaint and resolution process outlined in this document as far as practical, noting that every situation will be different.
  - Actively participate in attempts to resolve your grievance.
  - Avoid victimising or harassing the alleged perpetrator, or others involved in resolving the grievance.
  - Recognise that the principles of procedural fairness must be followed for all parties.

## Anonymous reporting

The ANU Medical School has a duty of care to ensure the welfare of students. Anonymous reporting by its nature prevents continued support and follow-up, and impedes natural justice for the victim and the alleged perpetrator. However, if you feel that none of the options described above will work, please still seek support during this difficult time, and consider contacting the 2019 ANU Medical Students' Society Equity Officer either confidentially or anonymously at: [u5371479@anu.edu.au](mailto:u5371479@anu.edu.au), or through a third person.

Our primary concern is your welfare, and we want to make sure you get the support that you need.

## Reasons you might not report bullying, sexual harassment and discrimination, and the reasons why you should

### *"It could affect my career ..."*

This is a common fear for both victims and their trusted friends or family, and can discourage reporting, but is rarely true. Bullying behaviour is often associated with an overinflated belief of the bully's own self-importance. Opportunities for victims to be allocated new supervisors are readily available and will be discussed during the resolution process. ANU will make every effort to ensure that making a complaint does not adversely affect your career.



### ***"I suspect no action will be taken ..."***

ANU and the ACT Government, including ACT Health, have a zero tolerance policy for bullying, sexual harassment and discrimination in the workplace. All complaints must be investigated, and if substantiated there will be consequences for perpetrators.

### ***"I don't want to upset relationships within the workplace ..."***

Although you may feel isolated, if you are being bullied, sexually harassed or experiencing discrimination, you are probably not alone. In all likelihood there are other people in your workplace feeling just like you, hoping that someone will speak up and put a stop to the behaviour. By reporting the behaviour, you can empower other students and staff to speak up about how they are feeling and this will have a positive impact on the workplace.

### ***"Managers seem to accept the behaviour ..."***

There is a zero tolerance approach to bullying, sexual harassment and discrimination within ANU in all years of study and within all organisations where students undertake placements. Managers or academics who do not address these behaviours are neglecting their obligations, and bullying, sexual harassment and discrimination should still be reported.

### ***"I don't want to create a hassle for my supervisor ..."***

Managers or academics may not be aware of the behaviour, or they may be involved in the inappropriate conduct. Feeling guilt that your action may have negative repercussions for perpetrators and/or your supervisor is a common experience for victims, but this is not your guilt to carry.

### ***"I saw it, but it didn't actually happen to me. I don't want to break anyone's confidentiality or cause trouble by saying anything ..."***

Supportive bystanders should look for ways to speak up safely and respectfully. Exactly how, will differ according to the situation. But it shouldn't be up to victims alone to speak out. Try and support the person who is being bullied, harassed or discriminated against and, if appropriate, offer to help them report it. You can also use the same informal and formal complaint processes whilst maintaining the confidentiality of the victim.

Some reasons you should consider reporting:

### ***"It helped me to regain control of my life ..."***

Fear of negative career consequences is a major barrier to victims coming forward, however if you are the victim of bullying, sexual harassment or discrimination, it is likely that the behaviour is already having a devastating effect on you in both your personal life and your career. Although it is extremely difficult to do, by coming forward you have the opportunity to break this painful cycle and regain control.

### ***"I made the workplace better for everyone ..."***

A workplace can only address problems it is aware of. By reporting bullying, sexual harassment, and discrimination you are helping to make ANU a fairer and more supportive learning environment for everyone.



# What do I do if I am experiencing or witness bullying, sexual harassment or discrimination?

## 1. Informal resolutions

There are different options:

### a. Seek advice from a trusted person

- > 2019 ANU Medical Student Society Equity Officer ([u5371479@anu.edu.au](mailto:u5371479@anu.edu.au))
- > Year Coordinators:  
Dr Zan-Min Song  
Dr Riccardo Natoli  
Dr William Huang  
Dr Philip Crispin  
Dr Manoj Singh  
(for contact details see page 10)
- > Clinical Skills Coordinators  
Dr Michelle Barrett  
Dr Janelle Hamilton  
Dr Kavitha Subramaniam
- > ANU Dean of Students
- > Another contact person you feel comfortable speaking with including those listed on page 10.

### b. Speak to the person concerned directly

### c. Contact medical defence organisations

If the matter remains unresolved, consider a formal complaint.

**Please don't suffer in silence. Any person who has concerns about behaviour they have experienced, or witnessed has a number of options available for support and to try to resolve the matter quickly and effectively.**

## 3. Still not resolved?

Hopefully informal resolution strategies or a formal complaint will adequately address the behaviour. If not, there are still options available:

- > ANU Deputy Vice-Chancellor (Academic)
- > ACT Ombudsman
- > Australian Human Rights Commission (for complaints relating to discrimination)
- > Medical defence organisations are also able to provide help and advice to resolve these types of problems.

**If informal resolutions have not worked, you feel unsafe, or the behaviour is serious**

## 2. Formal complaint

Contact either:

- > ANU Medical Students' Society Equity Officer
- > Year Coordinator
- > Clinical Skills Coordinators
- > ANU Medical School Director and Deputy Director

This person will support you and tell you more about your options. Together you can decide if you want to the formal complaint process and options with the Dean of Students.



# CONTACTS

For more information, help, or advice on reporting there are a number of resources that can be utilised:

## Student Contacts

2019 ANU Medical Students' Society  
Equity Officer [u5371479@anu.edu.au](mailto:u5371479@anu.edu.au)

## ANU Medical School Academic and Clinical Coordinators

Year 1 Academic Coordinator  
Dr Zan-Min Song  
T (02) 6125 4963  
[E\\_zan-min.song@anu.edu.au](mailto:E_zan-min.song@anu.edu.au)

Phase 1 Clinical Skills Coordinator, Year 1  
Dr Michelle Barrett  
T (02) 5124 3655  
[E\\_michelle.barrett@anu.edu.au](mailto:E_michelle.barrett@anu.edu.au)

Year 2 Academic Coordinator  
Dr Riccardo Natoli  
T (02) 6125 8559  
[E\\_riccardo.natoli@anu.edu.au](mailto:E_riccardo.natoli@anu.edu.au)

Phase 1 Clinical Skills Coordinator, Year 2  
Dr Janelle Hamilton  
T (02) 5124 3655  
[E\\_janelle.hamilton@anu.edu.au](mailto:E_janelle.hamilton@anu.edu.au)

Year 3 Academic Coordinator  
Dr William Huang  
T (02) 5124 0000

Year 4 Academic Coordinator  
Dr Philip Crispin  
T (02) 5124 0000  
[E\\_philip.crispin@anu.edu.au](mailto:E_philip.crispin@anu.edu.au)

## Year 4 Academic Coordinator

Dr Manoj Singh  
T (02) 5124 0000  
[E\\_manoj.singh@anu.edu.au](mailto:E_manoj.singh@anu.edu.au)

## Phase 2 Clinical Skills Coordinator, Year 3/4

Dr Kavitha Subramaniam  
T (02) 5124 2473  
[E\\_kavitha.subramaniam@anu.edu.au](mailto:E_kavitha.subramaniam@anu.edu.au)

## Medical Student Counsellors – Canberra Hospital

Dr Alexandra Tyson  
Canberra Sexual Health Centre  
T (02) 5124 2184  
[Ealexandra.tyson@anu.edu.au](mailto:Ealexandra.tyson@anu.edu.au)

Dr Peter Scott  
Centenary Hospital for Women and Children  
T (02) 5124 7592  
[E peter.scott@act.gov.au](mailto:E peter.scott@act.gov.au)

## Other Academic Faculty

These academic staff members are passionate about equity and are happy to be contacted:

Prof Zsuzsoka Kecske  
T (02) 5124 4966  
[E zsuzsoka.kecskes@anu.edu.au](mailto:E zsuzsoka.kecskes@anu.edu.au)

Prof Kirsty Douglas  
T (02) 5124 4946  
[E\\_kirsty.a.douglas@anu.edu.au](mailto:E_kirsty.a.douglas@anu.edu.au)

Prof Klaus-Martin Schulte  
T (02) 5124 4939  
[E\\_km.schulte@anu.edu.au](mailto:E_km.schulte@anu.edu.au)

## Dr Karin Messerle

T (02) 6125 7435  
[E\\_karin.messerle@anu.edu.au](mailto:E_karin.messerle@anu.edu.au)

## A/Prof Christine Phillips

T (02) 6125 7665  
[E\\_christine.phillips@anu.edu.au](mailto:E_christine.phillips@anu.edu.au)

## Dr Sarah Martin

T (02) 5124 0000  
[E\\_sarah.martin@anu.edu.au](mailto:E_sarah.martin@anu.edu.au)

## Clinical A/Prof Bryan Ashman

T (02) 5124 0000  
[E\\_bryan.ashman@anu.edu.au](mailto:E_bryan.ashman@anu.edu.au)

## Dr Nicola Schembri

T (02) 5124 655  
[E\\_nicola.schembri@anu.edu.au](mailto:E_nicola.schembri@anu.edu.au)

including advocacy and legal advice.

T (02) 6125 2603  
[E\\_parsa.assistance@anu.edu.au](mailto:E_parsa.assistance@anu.edu.au)

**ANU Counselling Centre** – offers free and confidential counselling to all ANU students. T (02) 6125 2442

**Medical defence organisations** – offer free membership to medical students and are able to provide free legal advice to students before and during the submission of formal complaints. The extent of representation depends on the organisation and individual circumstances but the claims department (usually available 24hrs) can provide more information.

## For emergency counselling support

Dealing with bullying, sexual harassment and discrimination can take a significant toll on your mental health and physical wellbeing. If you do experience significant mental anguish, please reach out to someone you trust. If support is needed urgently there are 24hr services available including:

Beyond Blue Support Service  
T 1300 224 636

Lifeline crisis support and suicide prevention  
T 13 11 14

Canberra Rape Crisis Centre  
(7am – 11pm)  
T (02) 6247 2525

**Your own GP** – don't forget to stay in contact with your GP. If you don't have a regular GP, you can utilise the Doctors' Health Advisory Service ACT (0407 265 414 – 24hr service)

**PARSA** – has professionally trained staff to provide free and confidential assistance with any personal or academic matters,



## If you experience a sexual assault

There are people who can give you specialist advice and support. Even if you are not ready to report the assault, you should seek medical assistance as soon as possible after the event.

Canberra Rape Crisis Centre  
(7am – 11pm)  
T (02) 6247 2525

NSW Rape Crisis Centre (24hrs)  
T 1800 424 017

Service Assisting Male Survivors of  
Sexual Assault  
T (02) 6287 3935

Canberra Sexual Health Centre  
T (02) 5124 2184

Emergency Medical Care  
Canberra Hospital  
T (02) 5124 0000

AFP Sexual Assault Team  
T 13 14 44

NSW Police Assistance Line  
T 13 14 44

## Other resources

What you can do to stop bullies – be a supportive bystander: Violence, Harassment and Bullying fact sheet.  
Australian Human Rights Commission.  
<https://humanrights.gov.au/what-you-can-do-stop-bullies-be-supportive-bystander-violence-harassment-and-bullying-fact-sheet>

## Feedback

This booklet has been developed for students, by students. If you identify information that is incorrect, or other information that you think needs to be included, don't keep it a secret. Please provide feedback and ideas surrounding the content of this document to the 2019 ANU Medical Students' Society Equity Officer at: [u5371479@anu.edu.au](mailto:u5371479@anu.edu.au)

## References

Australian National University Procedure:  
Prevention of discrimination, harassment  
and bullying: [policies.anu.edu.au/ppl/  
document/ANUP\\_000623](http://policies.anu.edu.au/ppl/document/ANUP_000623)

Australian National University Student  
Complaint Resolution Policy:  
[anu.edu.au/dos/appeals.php](http://anu.edu.au/dos/appeals.php)

ACT Government Public Sector  
Employment Framework Portal. Resolving  
workplace issues  
[www.cmd.act.gov.au/hr-policy-portal/  
topics/resolving-workplace-issues](http://www.cmd.act.gov.au/hr-policy-portal/<br/>topics/resolving-workplace-issues)

ACT Health, Anti Discrimination,  
Harassment & Bullying Policy CED11-37,  
[www.health.act.gov.au/sites/default/  
files/Anti%20Discrimination,%20  
Harassment%20And%20Bullying%20  
Policy.pdf](http://www.health.act.gov.au/sites/default/<br/>files/Anti%20Discrimination,%20<br/>Harassment%20And%20Bullying%20<br/>Policy.pdf)

**As medical students,  
we have the capacity  
to enact positive change  
and shift the culture  
surrounding bullying,  
sexual harassment and  
discrimination.**

**The power is ours!**



# CONTACT US

## Medical School

### ANU College of Health & Medicine

Florey Building, 54 Mills Road  
Acton ACT 2601  
The Australian National University  
T 02 6125 2622  
E [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)  
W [medicalschool.anu.edu.au](http://medicalschool.anu.edu.au)

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ANU MEDICAL STUDENTS' SOCIETY



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MEDICAL SCHOOL

