SUPPORT PROVIDED FOR SEXUAL MISCONDUCT CASES (STAFF MISCONDUCT)

	Respondent (Staff)		*Complainant (Staff/Student)*
Investigation	HWB Care Manager is activated.	*Report received by ORMC*	NCU Care Manager is activated.
	HWB Care Manager provides support and accompanies respondent for investigation interview by ORMC.	*ORMC commences investigation and informs relevant parties*	NCU Care Manager provides support and accompanies complainant for investigation interview by ORMC.
	HWB Care Manager offers to accompany respondent to the police station.	Yes ← *Police report?* → Yes	NCU Care Manager offers to accompany complainant to the police station.
		No	
	HWB Care Manager monitors the No-Contact Order (NCO) protocol and explains the retaliation and victimization prohibitions.	*Individuals are served with No-Contact Order (NCO) by: - Dean/Head (if Staff) - ORMC (if Student)*	NCU Care Manager provides support to complainant when No-Contact Order (NCO) is issued.
	HWB Care Manager provides support and regular check-in with respondent regarding any concerns with No-Contact Order (NCO)		NCU Care Manager provides regular check-ins with complainant regarding any concerns with personal safety and No-Contact Order (NCO).
Convene COI	COI Secretariat informs respondent of COI details including relevant documents considered by COI in the presence of HWB Care Manager.	*The respondent and complainant are notified of appointment of COI*	COI Secretariat informs complainant of COI details including relevant documents considered by COI in the presence of NCU Care Manager.
	COI Secretariat invites respondent to make submissions.		COI Secretariat invites complainant to make submissions including the Victim Impact Statement (VIS).
COI Hearing	Dean/Head delivers case outcome to respondent in the presence of HRP and HWB Care Manager. Support to respondent will continue until it is no longer needed.	No ← *COI Hearing* → No	Dean/Head delivers case outcome to complainant in the presence of HRP and NCU Care Manager. Support to complainant will continue until it is no longer needed.
		Yes	
	HWB Care Manager offers to accompany respondent to COI hearing and conducts post-hearing debrief.	*COI Secretariat notifies respondent & complainant of appointment of COI hearing (at least 14 days in advance)*	NCU Care Manager offers to accompany complainant to COI hearing and conducts post-hearing debrief.
Convey Decision & Closure	Dean/Head delivers decision to respondent in the presence of HRP and HWB Care Manager.	*Convey decision, which may include sanction(s)*	Dean/Head delivers outcome to complainant in the presence of HRP and NCU Care Manager.
	HWB Care Manager to provide debrief and emotional support.		NCU Care Manager to provide debrief and emotional support.
	Respondent may appeal to the University within 14 days of being notified of outcome including the disciplinary sanction(s) imposed only if there is new evidence.	*Appeal?*	
		Yes / No	
	Respondent is notified of appeal outcome in the presence of HWB Care Manager.	*Appeal Outcome*	HRP will inform complainant, in the presence of NCU Care Manager, of the respondent's appeal and the outcome if the appeal is deemed warranted and reviewed by the University.
	HRP monitors respondent's fulfilment of sanctions.		Upon complainant's request, the University may direct a review of the request.
		Close	Support to complainant will continue until no longer needed.

Legend
COI - Committee of Inquiry
HRP - Human Resource Business Partner
HWB - Health & Wellbeing
NCU - NUS Care Unit
ORMC - Office of Risk Management & Compliance

NUS Care Unit

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