

QBI Statement of Acceptable behaviour

The Queensland Brain Institute is committed to creating an environment that promotes mutual respect, integrity, professionalism, and equitable treatment. Together, we are responsible for maintaining a safe, healthy, and supportive environment.

To create this supportive environment, we acknowledge the contribution of all QBI members in using open and respectful communications, acting with integrity and behaving in accordance with the University [Staff Code of Conduct](#) and [Student Charter](#).

Acceptable behaviour can be demonstrated by members of QBI through:

- ✓ Mutual respect
- ✓ Use of inclusive language
- ✓ Appropriate acknowledgement of others
- ✓ Integrity (e.g., in research and in dealings with matters such as conflicts of interest)
- ✓ Courtesy
- ✓ Listening to others

All QBI members are expected to demonstrate respectful behaviour at all times. In addition, supervisors have particular responsibilities to uphold and promote acceptable behaviour.

Responsibilities as a supervisor

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|  Lead by example and set courteous and respectful standards of behaviour |  Take early, sensitive and positive steps to prevent and resolve potential or actual grievances |
|  Recognise the early signs of disharmony in their teams |  Ensure that victimisation of either a complainant or a respondent does not take place |
|  Identify, respond to and address problems in the workplace |  Be fair and impartial when resolving disputes |

When QBI members fail to meet these expectations, the wellbeing, productivity and success of all are impacted.

QBI's success is enhanced by all members promoting these behaviours and addressing breaches.

What is not acceptable workplace behaviour?

Examples of unacceptable behaviour include, but are not limited to:

-  Discriminating against, harassing, or bullying another person
-  Limiting the opportunities of others to excel
-  Using divisive, profane, or derogatory language
-  Failing to recognise the contributions of others
-  Improper use of UQ and QBI equipment and resources
-  Not complying with UQ policies and procedures

More specifically, unacceptable behaviour might involve:

-  Making negative comments about a person's appearance, lifestyle, sexual orientation, gender identity, or culture
-  Making comments about the lunch choices of culturally and linguistically diverse (CALD) staff members
-  Sending sexually explicit emails, texts, or messages
-  Spreading rude and/or inaccurate rumours about an individual, including about their sexual orientation, gender identity, intersex status, or disability status
-  Using aggressive language or ridiculing another's opinions

QBI and the University take instances of inappropriate behaviour seriously and will follow UQ disciplinary procedures where issues are identified.

Staff and students who feel they have witnessed inappropriate behaviour are encouraged to contact their supervisor, QBI's HR team or QBI's HDR Coordinator, or HLO for advice and assistance. Any complaints will be handled with sensitivity, discretion, and confidentiality.

QBI supports students and employees in raising honest concerns. Students and employees will be protected from any repercussions if they make a genuine complaint.

How to address unacceptable behaviour

We encourage QBI members, where it's possible, appropriate and safe to do so, to consider resolving conflict and concerns informally. Wherever possible, the complainant should attempt to seek resolution of the problem as soon as possible and at an appropriately low organisational level.

Who to contact?

Who is most appropriate for you to contact for support, advice, or information will depend on the circumstances. It should be someone you feel comfortable talking to.

Staff

Within QBI you can contact your supervisor, a member of the QBI Executive team, a QBI [DHCO](#), or QBI's HR Client Partnering team. You can also seek support from any DHCO at UQ.

You can view the preventing discrimination, harassment and bullying website to view a list of contacts. You can also seek support from [UQ's Employee Assistance Program](#).

Students

Within QBI you can contact your supervisor, QBI's HDR Coordinator, a member of the QBI Executive team, or a QBI [DHCO](#).

You can contact [Student Services](#) or see the [student grievance resolution process](#) for contacts and procedures.

You can also seek support from the Graduate School or from any DHCO at UQ.

*DHCO – Discrimination and Harassment Contact Officers

Option 1: Direct discussion

Staff and students can choose to raise their concerns directly with the person(s) their complaint is about and requesting the alleged behaviour to stop, if they are comfortable with this approach. This could be face-to-face or in writing.

The aim is to reach an acceptable outcome that minimises any potential detriment to ongoing workplace relationships.

Option 2: Referral to supervisor, HR, or HDR Coordinator for informal resolution

If staff/students do not feel comfortable with the direct approach (option 1), or this approach fails to resolve the issue, the matter can be referred to the supervisor or our HR Client Partnering team or HDR Coordinator for confidential informal resolution.

Strategies may include:

- ✓ requesting a relevant staff member to raise the matter with the individual
- ✓ requesting a conciliation or mediation be arranged

It is important that due process is followed during efforts to resolve the matter, and that all staff member(s) involved in the matter are given an opportunity to present their side, to facilitate a positive and agreed resolution.

Anonymous reports of other forms of inappropriate behaviour can be made [here](#)

Quick Reference Guide

1

Inform your supervisor

If your issue also involves sexual misconduct, please contact the HR team

2

Attempt to resolve the issue internally

Through your supervisor and/or appropriate authorised staff member

3

If unsuccessful, escalate the issue

This may involve undertaking formal steps as per the current UQ policies and procedures

Option 3: Submit a written formal grievance

Where informal resolution is unable to resolve the matter, or such informal processes are inappropriate or unsafe, staff and students may consider filing a formal complaint. This may also be appropriate if the matter is sufficiently serious to warrant a formal investigation. Staff and students who wish to pursue a grievance should contact our HR Client Partnering team or Student Services, who will support them through the process of seeking resolution according to The University of Queensland Staff or Student Grievance Resolution Procedures.

Option 4: Submit an anonymous grievance

If staff/students do not feel comfortable with being identified through the informal or formal approaches above, they may wish to make an anonymous report online.

Anonymous reports of sexual assault or sexual misconduct can be made [here](#).

Option 1: Direct discussion

Option 2: Referral to supervisor or HR for informal resolution

Option 3: Submit a written formal grievance

Option 4: Submit an anonymous complaint

Additional Resources

Development Courses

Want to learn more about how you can make QBI a safe and inclusive workspace for everyone? UQ has a number of development courses you can take. This is not an exhaustive list, see Staff Development for more.

[Cultural Competence Training](#)
[Corrupt Conduct and Public Interest Disclosures](#)
[Supporting Students with Mental Health Conditions](#)
[Sexual Misconduct Prevention Response 101](#)

[UQ Ally Workshop](#)
[Ethics Awareness Workshop](#)
[Mental Health First Aid Course](#)
[Managing Unconscious Bias](#)

Relevant UQ Policies and Procedures

[Code of Conduct](#)
[Equity and Diversity](#)
[Preventing Sexual Harassment](#)
[Sexual Misconduct](#)
[Preventing Racism](#)
Preventing Discrimination and Harassment
[Disability](#)
Conflicts of Interest
Research integrity
Resolving Staff Grievances
[Resolving Student Grievances](#)

Key Contacts and Resources

[QBI Human Resources](#)
[Discrimination and Harassment Officers](#)
[QBI Higher Degree Research Coordinator](#)
[QBI Higher Degree Liaison Officer](#)
[Employee Assistance Program](#)
[Student Services](#)
[Sexual Misconduct Support Unit](#)