Procedures and Guidelines in Respect of the Policy on the Expression of Religious, Political and Other Values, Beliefs and Ideas at UTS

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1. Introduction
These Procedures and Guidelines complement the Policy on the Expression of Religious, Political and Other Values, Beliefs and Ideas at UTS (the Policy), and should be read in conjunction with that Policy.

In accordance with the Policy, these Procedures and Guidelines have been authorised by the Vice-Chancellor.

2. Implementation of Policy
The Policy will be implemented by the Registrar, with advice and assistance from appropriate areas of the University, such as UTS Security; Facilities Management; and the Equity and Diversity Unit.

2.1. Clubs/Associations of UTS
The UTS Union and the UTS Students' Association will be provided with copies of the Policy and these Procedures and Guidelines, so that these can be distributed to all affiliated clubs and societies of UTS, in order that the members of these groups can be appropriately acquainted with the requirements and provisions of these documents.

3. Policy contraventions
3.1 Alleged contraventions of the Policy should be handled in accordance with Section 3.2. Examples of the types of behaviour which may be contrary to the Policy include, but are not limited to:

- physical coercion or other improper means of persuasion such as emotional manipulation or bullying
- the distribution of communications which are designed to be misleading or which reasonably appear to be so designed
- other forms of deliberate or serious misrepresentation of the University's views or position, or those of other people, or of the true purpose of events or fundraising activities
• repeated approaches or communications (in person, via mail, SMS, email, phone) when the individual being approached has indicated he or she does not want to be approached or communicated with, and where the approaches or communications can reasonably be viewed as harassment
• interactions which actively attempt to diminish another person's integrity and freedom to make his or her own decisions in matters of faith, values and identity.

3.2 Process for handling potential and/or alleged Policy contraventions
3.2.1 If a complaint is made concerning behaviour which may be in contravention of the Policy, it should be made, or referred, to an officer of the University in one of the following units:
  i) UTS Security
  ii) Equity and Diversity
  iii) Student Services Unit; or
  iv) in the case of events sponsored by or under the control of the UTS Union or of the Students' Association, an employee or office bearer of the respective organisation.

3.2.2 Depending upon the nature of the incident, the officer in the designated unit may:
  • seek advice from other Units within the University before taking any necessary immediate action
  • take all reasonable steps to resolve the issue by negotiation
  • refer the incident to the Registrar.

3.2.3 The action taken by the officer of the University, details of the incident and any warnings given should be properly documented in accordance with record-keeping requirements.

3.2.4 If incidents are referred to the Registrar, he or she may decide to issue a verbal or written warning to the person or persons who are alleged to have contravened the Policy. However, in some cases the incident may be of such a serious nature that the Registrar may initiate formal action.

3.3 Procedures for formal investigation of alleged contraventions of the Policy by UTS staff or students
3.3.1 If, following appropriate investigation, the Registrar finds that a contravention of the Policy has occurred, this will be handled as follows:

3.3.1.1 Contraventions by staff
Any contraventions of the Policy or these Guidelines by a UTS staff member will be handled in accordance with the relevant provisions in the Enterprise Agreement, the Staff Code of Conduct and Rules relating to staff discipline.

3.3.1.2 Contraventions by students
Any contraventions of the Policy or these Guidelines by a UTS student will be handled in accordance with relevant sections of the Student and Related Rules.
3.4 Procedures for formal investigation of alleged contraventions by visitors to UTS

3.4.1 The Registrar may determine the appropriate course of action for visitors to UTS who are alleged to have contravened the Policy. This includes but is not limited to a formal, written warning or a direction not to enter UTS premises for a specified period of time. However, in some extreme cases which involve unlawful behaviour and which compromise the University's duty of care to its staff and students, it may be necessary to refer the incident to the Police for their investigation and follow-up.