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Preamble

In the event of a dispute within the Queer Collective, this document outlines the process to be followed. For clarity, the escalation process for each relevant grievance is outlined below. This procedure outlines the actions to be taken when a dispute has been identified. However, the individual circumstances and severity of each case may result in the process being altered. Members of the Collective may contact the Queer Officers, SRC General Secretary, or SRC President should they have any queries or require assistance with the below processes.

1. Procedures for disputes

1.1 Issues relating to WHS and safety

1. Informal resolution with the person(s) involved **if appropriate**;
2. Matter reported in writing to the Queer Officers;
3. Matter reported in writing to Arc WHS Committee or Arc HR for resolution;
4. Matter escalated to the SRC President or Arc CEO for any appeals, as appropriate.

1.2 Issues or disputes relating to the operational functioning of the Collective

1. Informal resolution with the person(s) involved **if appropriate**;
2. Matter reported in writing to the Queer Officers for resolution;
3. Should either (or both) of the Queer Officers be a party to the dispute, the matter should be escalated in accordance with Section 2 of this document
4. Appeals should be directed to the next entity listed in Section 2.

1.3. Issues relating to bullying, harassment, discrimination or other misconduct

1. Informal resolution with the person(s) involved **if appropriate**;
2. Matter reported in writing to the Queer Officers for resolution;
3. Should either (or both) of the Queer Officers be party to the dispute, the matter should be escalated in accordance with section 2.
4. Appeals should be directed to the next entity listed in Section 2.
5. Arc reserves the right to refer the incident to internal or external mediation and/or onto UNSW Misconduct **if identified appropriate**.

1.4 Disputes not determined by this policy

In the case of a dispute or grievance not outlined in this procedure, the Arc Grievance Resolution Policy and Procedure are to be used as guidance.

1.5 Informal resolutions

While informal resolutions are the recommended method of resolving disputes, members of the Collective have the right to not complete this step if they believe it is inappropriate.

2. Escalation

In the case where any party believes that it is inappropriate for the delegated individual(s) to handle a dispute or issue, the following order of priority should be used for escalation:

1. Current Queer Officers
2. SRC President (or in their absence, the SRC General Secretary)
3. Arc Executive Officer (or in their absence, Arc HR)
4. (Only for WHS Issues) the Arc WHS Representative Committee)
5. Arc CEO
6. Arc Chair of the Board

Any individual listed above is disqualified from resolving a dispute which they are party to. Should an individual listed be party to the dispute, the order should be followed as if their position does not exist.

3. Outcomes:

According to the severity of the grievance, outcomes may include (but are not limited to):

- Official (written) warning;
- Further training;
- Referral to internal or external mediation;
- Loss of access to Queer Space (or other SRC spaces if appropriate)
- Removal from the Collective
- Reporting onto UNSW Misconduct if identified appropriate

It should be noted that some disputes may have no outcome, depending on the nature of the grievance.

4. Authority of the Grievance Officer

For the purposes of Arc Policies, the individual listed under Section 2 who is managing the dispute should be considered the Collective's Grievance Officer for that specific incident.

In accordance with the SRC Charter, in no circumstance will a member of the SRC other than the President formally receive or adjudicate a dispute between Council members, unless the President is a party to the dispute, in which case section 2 should be followed.

The Queer Officers have the authority to remove a Collective member, if, following the relevant dispute resolution process, the member has continued to breach the Policy.

Should the Queer Officers be unable or unwilling to do so, any individual listed under Section 2 has the authority to remove a collective member if and only if, following the relevant dispute resolution process, the member has continued to breach the Policy.

In accordance with Arc Regulations and the SRC Charter, Arc may remove a member if:

- If found by Arc to have acted contrary to the Arc Code of Conduct, Arc Policies and/or Procedures, or Section 3.3 of the UNSW Student Code of Conduct;
- Following an Arc investigation into serious misconduct, if proven;
- Otherwise deemed necessary after relevant consultation with Arc Legal and/or Arc Board.

5. Changes to this Policy

This policy may be amended by a vote of the Queer Collective, where the majority (50% + 1 member) of voting members vote in support of the change.

Section 6 may be amended at any time by the SRC or the individual listed in order to keep their details current.

6. Contact information

Queer officers: queer.officer@arc.unsw.edu.au

SRC President: src.president@arc.unsw.edu.au

SRC General Secretary: general.secretary@arc.unsw.edu.au

Arc Executive Officer: j.barallon@arc.unsw.edu.au (Joelle Barallon)

Arc CEO: s.valentine@arc.unsw.edu.au (Shelley Valentine)

Arc HR: hr@arc.unsw.edu.au

Arc WHS Representative Committee: whsrepcommittee@arc.unsw.edu.au

Arc Chair of the Board: chair@arc.unsw.edu.au