



Schedule 2 – Model for Internal Reporter Support

Part 1 – Model for Internal Support strategies

1.1 The University is committed to providing proactive support to internal reporters. This assistance is coordinated through the Disclosures Coordinator and utilises a support network and established avenues of internal and external support.

Part 2 – Process for establishing case-by-case support networks

2.1 The University through its Disclosures Coordinator will take proactive steps to ensure that a staff member making an internal report has access to a confidant or mentor unrelated to the investigation who can provide support to the internal reporter.

2.2 The University will ensure that the internal reporter is involved in discussions and decisions about who can provide them with assistance.

2.3 The University will obtain consent from the internal reporter to having his or her identity divulged in order to arrange support.

2.4 The University will take steps to ensure the support provided to a staff member who makes an internal report is tailored to their needs and that the actual risks are identified through a risk assessment process.

2.5 The University will ensure that confidants or mentors providing support for a staff member making an internal report are separate from and not involved in any investigation arising from the internal report.

2.6 The University will work with its management teams to ensure knowledge and understanding of the requirement to provide a supportive work environment for staff members making internal reports.

2.7 The University will make available training for confidants and mentors to ensure they have the requisite skills and knowledge to fulfil the role of confidant and mentor.

2.8 The University will through its Disclosures Coordinator be responsible for establishing and coordinating a support strategy appropriate to each internal report, the roles of the identified support people, including line managers, should be agreed and documented in each matter.

Part 3 - Staff contacts for formal or external support for Internal Reporters

3.1 Advice and information about workplace health and safety services are available from the Manager, Workplace Health and Safety.

3.2 Referrals for stress management and counseling services are available via the University's Employee Assistance Program. Employees may access the services directly or seek the confidential assistance of the Director Human Resources.

3.3 Legal advice or referral for independent legal advice is available via the University Legal Office on legal@scu.edu.au.

3.4 Career advice or referral for independent legal advice is available via the Director, Human Resources.