

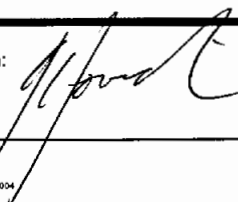
Legal Policy

Policy no:	LP 3 / 2004	Issue date:	01/06/2004
Responsible officer:	General Counsel	Last revision date:	28/06/2004
Policy title:	Issuing exclusion orders and dealing with harassment, bullying and other conduct justifying exclusion from campus		
Policy description/keywords:	A policy dealing with the respective lines of authority and processes for dealing with cases involving harassment, bullying and other conduct justifying exclusion from campus.		

Policy details:

1. This Legal Policy applies to all officers, employees, students and agents and/or consultants acting on behalf or in the name of the University.
2. In this Legal Policy a reference to:
 - 2.1. "By-laws" means the *Murdoch University By-laws*;
 - 2.2. "Exclusion Order" means an exclusion order issued under clause 20 of the *Murdoch University By-Laws*.
 - 2.3. "harassment" includes without limitation, assault (both physical and otherwise), bullying, intimidation, stalking and harassment of any kind; and
 - 2.4. "person" includes without limitation, any officer, employee, student, agent or consultant acting for or on behalf of, or in the name of, the University.
3. Subject to the following provisions dealing with *harassment*, all requests to issue an *Exclusion Order* must be referred in the first instance to the General Counsel.
4. As soon as reasonably practicable after an incident of *harassment* occurs, the Head of School or Manager of the area where the harassment occurred will report the incident to the respective Executive Dean or Director.
 - 4.1. The Executive Dean or Director will thereafter have ownership of the matter and be accountable to ensure that agreed actions are implemented.
 - 4.2. The Executive Dean or Director will promptly convene a meeting with the Head of School, the Manager, Campus Services and the Director Human Resources. The meeting will determine the appropriate response to the *harassment*, including, if necessary, an *Exclusion Order* directed to the offending *person*.
5. Where one of the outcomes of the meeting referred to in sub-paragraph 4.2 is that an *Exclusion Order* is necessary, the Manager, Campus Services will confer with the General Counsel and the Pro Vice Chancellor (Resource Management) to arrange for an appropriately drafted *Exclusion Order* to be issued.
 - 5.1. Depending on the circumstances of the *harassment*, the General Counsel will notify the Manager, Corporate & Public Affairs so that appropriate advice may be given to members of the Senate and Senior Executive in accordance with the Significant Issues – Communications Policy.
6. The General Counsel will prepare all *Exclusion Orders* and will give the original, signed document to the Manager, Campus Services to arrange delivery to the *person* excluded.
 - 6.1. The General Counsel will retain a copy of all *Exclusion Orders* issued on a Central File created for that purpose.
 - 6.2. The Manager, Campus Services will ensure that an *Exclusion Order* is delivered to the *person* excluded and that appropriate advice to, and arrangements for, security is made.
 - 6.3. The Manager, Campus Services will also advise the relevant Executive Dean or Director as soon as the *Exclusion Order* has become effective (i.e. on delivery to the *person* excluded) and as to arrangements implemented for its enforcement.

VC authorisation:



Dated: 29/06/2004