

Adelaide University Law Students' Society Grievance Policy

1 Grievance Policy

- (a) This is the grievance policy of the Adelaide University Law Students' Society Incorporated ('**AULSS**'). The purpose of this policy is to provide a straightforward and confidential procedure to address any grievances, disputes or complaints ('**complaint**') on the basis of natural justice and the objects of the AULSS.
- (b) The AULSS seeks to ensure this procedure has integrity and does not victimise the Applicant.

2 Definitions

- (a) **Applicant** means the person bringing forward a complaint.
- (b) **Committee member** means a member of the Committee of the AULSS.
- (c) **Constitution** means the Constitution of the AULSS.
- (d) **Executive member** means a member of the Executive Committee of the AULSS who is also a Committee member.
- (e) **Member** means a general member of the AULSS who is not a Committee member or an Executive member.
- (f) **Respondent** means the person whom a complaint has been made against.

Words defined in the Constitution (which can be found through this link: <https://www.aulss.org/s/2022-Constitution-Amendments-Passed-at-120922-SGM.pdf>) have the same meaning when used in this policy.

3 General Policy Principles

- (a) The AULSS supports the right its Members who have made a complaint to decide whether they want to report the incident to the University or to the Police, or not. The AULSS further supports the right of its Members who have reported an incident to participate, or decline to participate, in any resulting response and to withdraw their participation at any time.
- (b) The AULSS will handle all complaints in a timely and sensitive manner, including by maintaining appropriate levels of confidentiality and by keeping the Applicant informed about the progress of any action being taken.
- (c) If resolution is not possible within a reasonable time, we will contact you to discuss the matter further.
- (d) The AULSS will treat all complaints as confidential and will not disclose information contained in a complaint without the consent of the Applicant.

4 To Whom This Policy Applies

This policy applies to the following individuals:

- (a) The Members of the AULSS;
- (b) Attendees of AULSS events; and
- (c) Committee members and Executive members with particular emphasis placed on Division 8.2 of the Constitution (Removal from Committee).

5 Grounds For Making a Complaint

- (a) The complaint must be in relation to:
 - (i) conduct occurring during events, initiatives or any other activities of the AULSS; or
 - (ii) conduct by Committee members or Executive members when acting in their capacity as AULSS Committee members or Executive members.
- (b) With regards to complaints made against Committee members or Executive members, the Applicant may have regard to Division 8.2 of the Constitution (Removal from Committee).

6 Making a Complaint

- (a) A complaint may be made to the President and/or the Vice-President. It may be submitted either formally or informally in writing or orally via the President and/or the Vice-President.
- (b) If the complaint is against the President or the Vice-President, the complaint may be made to any other Executive members.
- (c) If the Applicant submits a complaint to a Committee member, the Committee member, upon receipt of the complaint, must immediately forward the complaint to the President and/or the Vice-President (or to an Executive member if the complaint is against the President or the Vice-President).
- (d) The President and/or Vice-President may, upon receiving the Applicant's consent, contact the Respondent to notify them of the complaint.
- (e) At no time will the Applicant and Respondent be required to meet with one another, unless they have both given their prior informed consent.

7 Process for Addressing Complaints Made Against Members of the AULSS

- (a) The President and/or Vice-President must respond to the Applicant, either in writing

or orally, within 5 academic days from the date the complaint.

- (b) The President and/or Vice-President may continue to correspond with the Applicant in writing (including but not limited to emails, text messages, and letters) or convene a meeting with the Applicant to address the complaint.
- (c) If the Applicant wishes to escalate the complaint, the President and/or Vice-President will refer the complaint to the Executive members to determine and implement an appropriate course of action. The Applicant's identity must not be revealed to the Executive members unless consent from the Applicant has been given. The Executive must ensure any action is:
 - (i) fair, reasonable and objective;
 - (ii) considerate of all parties involved; and
 - (iii) considerate of the evidence and seriousness of the breach.
- (d) The President and/or Vice-President must advise the Applicant of any course of action determined by the Executive.
- (e) If the appropriate course of action falls outside the scope of this policy and jurisdiction of the AULSS, the President and/or Vice-President should refer the Applicant to seek professional advice or make an anonymous report to the University of Adelaide (including, but not limited to, the University's Integrity Unit).

8 Process for Addressing Complaints Made Against Committee Members or Executive Members

- (a) The President and/or Vice-President (or if the complaint is against the President or the Vice-President, an Executive member) must respond to the Applicant, either in writing or orally, within 5 academic days from the date the complaint.
- (b) The President and/or Vice-President (or if the complaint is against the President or the Vice-President, the Executive member) may continue to correspond with the Applicant in writing (including but not limited to emails, text messages, and letters) or convene a meeting with the Applicant to address the complaint.
- (c) If the Applicant wishes to escalate the complaint, the President, and/or Vice-President, or the Executive member who received the complaint must refer to Division 8.2 of the Constitution and follow the process in Section 83 of the Constitution.
- (d) The President and/or Vice-President, or the Executive member who received the complaint must advise the Applicant of any outcome.
- (e) If the appropriate course of action falls outside the scope of this policy or the jurisdiction of the AULSS, the President and/or Vice-President, or the Executive member who received the complaint should refer the Applicant to seek professional

advice or make an anonymous report to the University of Adelaide (including, but not limited to, the University's Integrity Unit).

9 Changes to this policy

This policy is subject to change over time without prior notice. We may amend this policy by updating this posting.

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