

Guideline for Conducting Misconduct or Grievance Meetings Safely

1. Purpose

This Guideline provides guidance to conduct misconduct or grievance meetings in a safe, professional, and supportive manner, prioritising the wellbeing of all participants while maintaining procedural fairness and confidentiality as is reasonably practicable.

2. Scope

This Guideline applies to all staff members involved in misconduct or grievance meetings, including complainants, respondents, support persons, and facilitators. It is applicable across all UNE sites- physical and digital where such meetings occur. This Guideline is only a guide. Each meeting will need to be managed based on its circumstances and may differ from this Guideline.

3. Pre-Meeting Preparation

Consider the psychosocial/psychological welfare of all participants.

Risk Assessment & Planning

Consider:

- Conducting a Health Risk Assessment for all involved parties to identify any psychological or physical concerns.
- Assess the need for additional safety controls, such as security presence, alternate locations, or remote meeting options.
- Provide Employee Assistance Program (EAP) information to all parties.
- Inform attendees of their right to have a support person present.
- Check emergency contacts for attendees.
- Timing of the meeting to facilitate support.

Venue Selection & Safety Measures

Consider

- Endeavour to use a neutral and private meeting location with multiple exits.
- Endeavour to seat attendees in a way that allows a clear path to exits.
- If necessary, notify Security Services and arrange for discreet oversight.
- Provision of water, tissues, and adequate ventilation to maintain comfort.

4. Conducting the Meeting

Consider the psychosocial/psychological welfare of all participants.

Opening the Meeting

Consider:

- Begin with a clear explanation of the meeting’s purpose, process, and expected conduct.
- Outline confidentiality expectations and anti-retaliation policies.
- Reiterate available support services, including EAP and HR assistance.

Communication & Safety Considerations

Consider:

- Body language and emotional responses of participants.
- Offer breaks when considered necessary, particularly if emotional distress is evident.
- Allow participants to request a pause or to speak privately with their support person at any time.
- Maintain a neutral and professional tone, avoiding confrontational language.
- For remote meetings, ensure camera and microphone use is agreed upon and that participants are in a safe and private location.

Security & Escalation Protocols

Consider:

- If any participant exhibits signs of distress or escalated behaviour, consider:
 - Temporarily pausing the meeting.
 - Inviting a People and Culture representative or mediator to assist.
 - Rescheduling if necessary to allow for additional support measures.
 - Contacting the staff members emergency contact

If a participant feels unsafe or threatened, escalate to Security Services or appropriate management personnel immediately.

5. Post-Meeting Support & Follow-Up

Consider the psychosocial/psychological welfare of all participants.

Debrief & Wellbeing Check-Ins

Consider:

- Offer participants post-meeting debriefs to clarify next steps and provide support.
- Encourage the use of EAP or professional support services for emotional wellbeing.
- Document any agreed workplace adjustments or ongoing risk controls.

Maintaining Confidentiality & Ongoing Support

Consider:

- Meeting records are securely stored and only accessible to authorised personnel.

6. Responsibilities

Role	Responsibility
Facilitator (People & Culture Representative)	Monitors for procedural fairness and maintains safety protocols and provides support.
University Officer/Supervisor	Assists in conducting the meeting and ensures follow-up actions are completed.
Security Services (if applicable)	Provides oversight where necessary to ensure participant safety.
Employee Assistance Program (EAP) Provider and/or University Staff Crisis Line	Offers emotional and psychological support before, during, and after meetings.
Participants (Complainant & Respondent)	Engage in the process with respect and awareness of safety measures.

7. Review & Continuous Improvement

This Guideline may be reviewed to incorporate feedback from People and Culture, facilitators, and employees.

Any incidents or concerns raised during meetings may be evaluated to improve future safety measures.