


RESPECT. NOW. ALWAYS


Peer
Education
Initiative



 **REAL MATES**

EARN LEARN SUPPORTED

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Welcome to the Respect at 3RealMates course!

This course consists of three modules. By the end of this course you should be able to:

- ✓ Understand your entitlement to respect, and responsibility to respect others, as a tutor at 3RealMates.
- ✓ How to behave professionally and avoid general misconduct.
- ✓ Identify problem behaviours and ways to intervene or respond to such behaviours.

This course discusses violence and other harmful behaviours and may refer to some sensitive topics. The course will also include hypothetical scenarios however does not include explicit graphics or images.

Module

01

RESPONSIBILITIES AND RIGHTS

By the end of this module, you should be able to:

- Understand your rights as a tutor of 3RealMates
- How undertake and execute your responsibilities appropriately and effectively

Tutor responsibilities

The following are your responsibilities as a tutor of 3RealMates

- Undertaking your training, classes, and other outside activities associated with 3RealMates with honesty and integrity.
- Acting/behaving safely and not endangering others.
- Acting/behaving appropriately to the context
- Acting/behaving with consideration and courtesy.
- Expressing your views during class discussions respectfully and responsibly.
- Respecting the rights of others to study and participate in the 3RealMates program free from discrimination and harassment.
- To behave respectfully and responsibly in all communications, including the use of social media.
- To follow the responsibilities stated under the 3RealMates Charter.

Tutor rights

The following are your rights as a tutor of 3RealMates

- Being treated with consideration and courtesy by 3RealMates staff.
- A safe learning environment free from discrimination and harassment.
- To be provided academic and general services.
- Be credited for their work and contribution to the 3RealMates content and discussion forums.
- Be provided help and assistance that align with the 3RealMates Charter.

The Charter

3RealMates is a community of students, tutors, and staff dedicated to the pursuit of growth and knowledge at any age. A learning community is productive when it is able to demonstrate genuine veracity through inclusion, fairness, and respect for differences in the diverse beliefs and values of every individual.

3RealMates participate to this community by acting with honest, integrity, and respect not only for other but also with 3RealMates facilities and resources.

The 3RealMates Charter sets out the key expectations of and by students to foster this learning community. Many of these expectations derive from our core statures, policies, and procedures.

The expectations of all students and tutors may be enforced by information action or formal misconduct processes under the 3RealMates statutes. Students concerned that 3RealMates has not met their expectations are free to contact any of our leading staff.

The 3RealMates Charter applies to all members and registrants of 3RealMates including the use of its resources and outside of 3RealMate where undertaking any official activity whether 3RealMates-related or not.

Academic Learning with Integrity

As a member of 3RealMates, you are expected to:

- Undertake your assigned role with honesty and integrity
- Credit the work of others, seek permission to use that work where required and not plagiarise or cheat.
- Understand your rights and obligations in relation to copyright and intellectual property generated by your own and others' research.
- Use 3RealMates resources and services responsibly to support your learning and to conduct your role effectively.
- Fulfil all training as a tutor or as a student, fulfil all attendance and assessment requirements assigned.
- Ensure that 3RealMates has your current contact details.
- Regularly read through your training, terms and conditions, and privacy policies.
- Be informed and follow policies set at 3RealMates.

As a member of 3RealMates, you can expect our team to:

- ✓ Inclusion off all students and tutors in the context of academic culture of debate and inquiry.
- ✓ Offer programs that are academically rigorous and up to date.
- ✓ Seek students input to improve courses and services
- ✓ Communicate course and assessment requirements.
- ✓ Provide feedback on students' academic work.
- ✓ Provide reasonable access to 3RealMates IT resources and facilities.
- ✓ Respect student copyright.
- ✓ Assist students to understand rights and obligations in relation to copyright and the intellectual property generated by their own and others' research.
- ✓ Address student complaints and appeals fairly and according to an established process.

General Behaviours and Wellbeing

As a member of 3RealMates, you are expected to:

- Act with consideration and courtesy to other students, tutors, staff, and visitors.
- Behave appropriately to the context and without inappropriate advances, including professional placements, volunteering, and events.
- Respect the rights of others to study and work free from discrimination and harassment.
- Express your views respectfully and responsibly and accept the rights of others to do the same.
- Act/behave safely, and not endanger others.

- Not damage or misuse 3RealMates resources, including online shared content, discussion forums, facilities or course content.
- Not misuse 3RealMates resources or name, including for personal gain.
- Comply with reasonable and lawful directions from 3RealMates staff.

As a member of 3RealMates, you can expect our team to:

- ✓ a requirement that all students and tutors are treated with consideration and courtesy by 3RealMates staff.
- ✓ Seek to provide a safe learning environment that is free from discrimination and harassment.
- ✓ Encourage student representation or consultation prior to 3RealMates decision-making about the person/s of concerns matter is brought in for discussion.
- ✓ Establish procedures that require fair treatment of all students and tutors of 3RealMates.
- ✓ Provide the required academic and general services.
- ✓ Maintain student records in a manner that protects the privacy of personal information.

The 3RealMates Charter applies to all students, tutors, and staff members of 3RealMates both during and outside program usage. This includes use of its resources or when undertaking any official activity whether 3RealMates course-related or not. 3RealMates also expects students to behave respectfully and responsibly in all communications, including the use of social media.

Module

02

GENERAL MISCONDUCT

By the end of this module, you should be able to:

- Identify problem behaviours that can cause harm to others and in turn be considered general misconduct.
- Understand the principles of intervention.

What is general misconduct?

Here at 3RealMates, we're committed to providing a safe and healthy environment for all participating students and tutors; one which values inclusiveness and respect for others. This has been highlighted in the 3RealMates Charter, emphasizing the expected behaviour of all members of 3RealMates as well as how everyone should be treated by the team here at 3RealMates.

General misconduct describes unacceptable behaviour, and includes conduct by a student or tutor who knowingly or recklessly:

- Causes harm of any kind (physical, physiological, other).
- Threatens to, or does attack, harass, intimidate, stalk, victimize, vilify or bully another person.
- Engages in non-consensual activity.
- Breaches the law or a 3RealMates statute.
- Disrupts the orderly conduct of the program of 3RealMates.

Identifying Problem Behaviours

3RealMates encourages early identification of the problem behaviours listed and described below. This enables early information, advice, support and, where necessary, early intervention. We work to address the

risk to those demonstrating the behaviour and those impacted by it, including students, tutors, staff, and the organisation.

✘ **Physical violence**

What is it?

Physical violence is when someone uses physical force against someone which causes, or could cause, them harm.

How can I identify it?

Physical violence includes both direct and physical contact, like shoving, hair pulling and choking, and using an object or weapon, like a rock or a knife.



✘ **Emotional abuse**

What is it?

Emotional abuse is when one person maintains control or power over another person by preventing or controlling their behaviour, with the intention of causing emotional harm or fear.

How can I identify it?

Emotional abuse can include insults, humiliation or threats, or other types of behaviours which manipulate, isolate or intimidate the person, such as checking text messages or trying to stop them from contacting friends or peers. Typically, this occurs within people you have relationships with such as with friendship groups, bullying, or domestic violence.



✘ **Sexual violence**

What is it?

Sexual violence is any type of sexual behaviour that happens without the consent of everyone involved.

How can I identify it?

Sexual violence includes anything from sexual harassment, through to sexual assault and rape.



✘ **Bullying**

What is it?

Bullying is when someone, or a group of people, repeatedly do things to hurt someone or their wellbeing. Bullying involves repeated harmful behaviour.

How can I identify it?

Bullying typically involves intimidation or someone controlling someone else by making them feel afraid or embarrassed. It can include both emotional and physical abuse.

Cyber-bullying is bullying over digital mediums, and could occur through the sending and receiving messages, sharing images and posing on social media.



✘ **Stalking**

What is it?

Stalking is when one person repeatedly tried to contact or spend time with someone, when that other person doesn't want them to and considers the behaviour harassing, unwanted or possibly harmful and threatening.

How can I identify it?

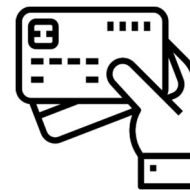
Examples of stalking behaviours include:

- Excessive non-consensual phone calls or text messages.
- Following someone around.
- Making threats against someone's family or friends.

✘ **Hazing**

What is it?

Hazing is any activity expected of someone joining or participating in a group (like a club or team) that is likely to cause physical or emotional harm to the people who participate. It often forms part of a group's initiation ceremony. There's nothing wrong with team building or welcoming activities, but if you need to do something to be considered 'part of the team' that's meant to hurt, ridicule or embarrass you, it's hazing.



How can I identify it?

Examples of hazing include:

- Forcing students to say something that they are uncomfortable with in front of others.
- Doing an activity that is embarrassing as a dare.
- Isolation when they do not follow the club culture.

✘ Uttered threats

What is it?

Threatening someone is when one person says they are going to hurt someone else. Uttered threats are intended to scare or intimidate someone else.

How can I identify it?

Uttered threats can be direct and face-to-face, written, like in a post on a discussion forum, chat, social media or text, or even just a gesture.



✘ Harassment

What is it?

Harassment is when someone offends, intimidates, humiliates or creates a hostile environment for an individual or group, based on a particular attribute.

How can I identify it?

Harassment can be verbal, written or through physical means. It will involve negativity towards an individual or groups protected attribute, which could be any of the following:

- Race, culture, religion
- Physical characteristic
- Gender
- Sexual orientation
- Marital/economic/parental status
- Age
- Disability



✘ Discrimination

What is it?

Unlawful discrimination is when someone is treated unfavourably in an area of public life because of a personal characteristic that is protected by law. These personal characteristics, such as race, religion, gender, age, and disability, are also called 'protected attributes.'

How can I identify it?

Examples of discrimination include:

- Writing racists posters/images/etc. in print or online
- Abuse or harassment based on someone's disability
- Excluding someone from a club based on their gender



✘ Racism and racial and religious vilification

What is it?

Racial and religious vilification is any act that encourages other people to hate, or have serious negative opinions towards, people of a particular race or religion. Behaviour that is vilification can target an individual or the whole group.

How can I identify it?

Examples of racial and religious vilification include:

- Speaking about a person's race or religion in a way that could make other people hate or ridicule them.
- Publishing claims that a racial or religious group is involved in serious crimes without any proof.
- Repeated spoken abuse about the race or religion of another person.
- Encouraging violence against people who belong to a particular race or religion.



Module

03

WITNESSING AND ACTING

By the end of this module, you should be able to:

- Understand the principles of intervention as an active bystander (distract, delegate, direct, delay).
- Be able to make appropriate decisions in situations where general misconduct has occurred.

Witnessing an Incident

If you have seen or experienced any form of unacceptable or concerning behaviour by another student or tutor, don't be afraid to speak up. This includes any behaviour that falls under general misconduct (above). Sometimes speaking up during the incident can stop the behaviour in its tracks while it is happening. Other times, it may not be safe for you to act, which is where making a report is an important course of action.

What you have to say is very important to the entire 3RealMates community, and we encourage you to stand up and be heard for someone who may not be able to speak up for themselves.

Coming forward as a witness isn't always easy, so if you prefer to remain anonymous or have your identity protected, we'll treat everything you have to say in complete confidence, ensuring your privacy and safety.

Here are some ways you can help, act, and behave when you witness a concerning incident.

How to be an active bystander

1. Observe and assess the situation.

Before you help or act in a situation, you need to be aware that a harmful behaviour is happening. This means being aware of your surroundings and be mindful of the conduct of other people around you.



2. Understand that there is a problem.

All the harmful behaviours we've looked at in this course, if witnessed, could involve bystander intervention. If you're unsure whether an action or a comment you've seen is a problem behaviour that warrants intervention, pause and reflect on how the action or comment made you feel. If you're uncomfortable, uneasy or upset, this is a good indication that something is not right. Trust your instinct and act rather than ignoring those feelings of discomfort.



3. Take responsibility.

It's often easier to think of reasons why you shouldn't step in:

- "Someone else will help I'm sure"
- I don't want to make things worse"
- "I'm sure they didn't mean that"
- "It's none of my business"



Such thoughts happen more when there are a lot of people around because we often diffuse our responsibility to intervene and expect someone else to help. It's important that you assume responsibility to act. We must try to help others, especially yourself, who are being harmed.

4. Decide how you will help.

When deciding what action, you will take to intervene, it's important that your safety is the number one priority. This means you will need to offer help differently according to the situation. There are four broad types of bystander intervention you can take: [Delegate](#), [Distract](#), [Direct](#), [Delay](#).



5. Intervene

The final and hardest step involves the actual intervention – step in and act.



The Four D's



Direct

Being direct means, you directly confront the harmful behaviour with the person or people involved. You can directly intervene, for example, by asking the person to stop. In this way, you are immediately acting or calling out the negative behaviour, explaining why to the person who said or did that act, why it is not OK.



Distract

If you see someone who needs some help, but you don't feel comfortable talking to the people involved at the time, the priority is to keep everyone safe. Using Distract is about finding a way to stop the behaviour, without directly addressing it. This can often look like separating the people involved or adding more people in so they're not alone. Another example is to de-escalate the situation by interrupting or changing the subject or focus. Distracting is useful where the direct approach may be harmful to the target or bystander.



Delay

Delaying means to wait for the situation to pass. This is useful when you believe that there is no need to intervene during the time as the harm, aggression etc. may have been very mild. This does not mean that you should not intervene. Intervention should come afterwards by checking in on the individual once the situation has passed. Once you have had time to consider, you should follow up by taking action at a later stage either by notifying a higher authority or making a report. Remember, it is never too late to act.

Delegate



If you see a situation where someone is unsafe and you don't think you can get involved safely, the most important thing is to get someone else involved. This could mean informing a more senior member of staff, for example, the head of 3RealMates, Director or Manager. Use someone with the social power or authority to deal with it, don't ignore it.

It can take strength and courage to step up and intervene when harm is occurring to someone else. If it's safe to do so, it is important that you intervene when all member of the 3RealMates community work together to call out problem behaviours, we help to prevent it occurring in the future.

Watch the following videos to see bystander action and intervention examples.

BYSTANDER ACTION VIDEO



<https://www.youtube.com/watch?v=BUokQ5yp8aE>

By Viet My Nguyen Bui
Credit to Monash University

BYSTANDER INTERVENTION



<https://www.youtube.com/watch?v=NNDZfZ7KYNs>

By Alyssa Hernandez

Overview of bystander action

Witnessing an incident of bad behaviour can be intimidating. If it's safe to do so, speak up to help stop the behaviour. Encouraging other bystanders, your friends, and colleagues to speak up as well. If the situation feels unsafe, you may not want to speak up. In this case, you can still make a difference by taking positive action.

Here is an over of a few things you could do:

- Comfort anyone who's a victim of misconduct and let them know where they can get help and support.
- Make it clear to your friends and colleagues that here at 3RealMates, we do not tolerate this type of behaviour and anyone speaking up will be heard and supported.
- Report the matter so we can follow it up.
- Having proof is always helpful, so if you have recordings, pictures, or videos, you can provide when reporting.

Training step

04

REPORT AND SUPPORT

By the end of this module, you should be able to:

- Identify where to report, get support or seek advice on problem behaviours.

We want to ensure your ongoing safety and wellbeing. If you see, hear, become aware of, or have experienced something concerning or unacceptable, report it using our online or hardcopy form.

The information you provide will be kept strictly confidential. We may need to contact you if additional information is needed, so please provide us with your preferred contact details.

Online form submissions are monitored during our office hours from 9am – 5pm, Monday to Friday.

If you experience an emergency, please call **0425 83 66 88** and we will deal with the situation as soon as possible.

Chairperson and Board Members of Student Conduct

They are responsible for dealing with general misconduct investigations and disciplinary action.

Office hours are Monday to Friday 9am – 5pm

For allegations of general misconduct:

- The alleged perpetrator attends a meeting to present their perspective.
- The Chairperson and Board Members of Student Conduct will determine if misconduct has occurred and what penalty should be imposed, including:
 - Complete exclusion from 3RealMates and any of our partners, associations, and affiliations.
 - Suspension from the 3RealMates program.
 - Having the misconduct on their student record.
 - A reprimand.

Cases of general misconduct of a serious nature will immediately be reported to the head of 3RealMates and immediate exclusion will ensue.

Safer Community Unit

They are responsible for dealing and educating everyone involved of the processes of general misconduct, how to behave, and who to talk to for support. They will:

- Provide information, support, and intervention (when required) when someone has experienced or witnessed a problem behaviour.
- Office hours are Monday to Friday 9am – 5pm
- Can meet in person or online about your concern.

They are also responsible for your mental wellbeing and provide counselling services. They will:

- Provide information to keep you healthy overall, including psychological and mentally.
- Provide advice and tips for any new confrontation of general misconduct behaviours.

Remember, if you ever have a query about anything that has happened to you, please know you can reach out to any of the above services for advice and support. Never worry that an issue is too small or not serious enough to be discussed or talked about with one of our staff members. If you're ever unsure, it is always best to reach out for help and more information.