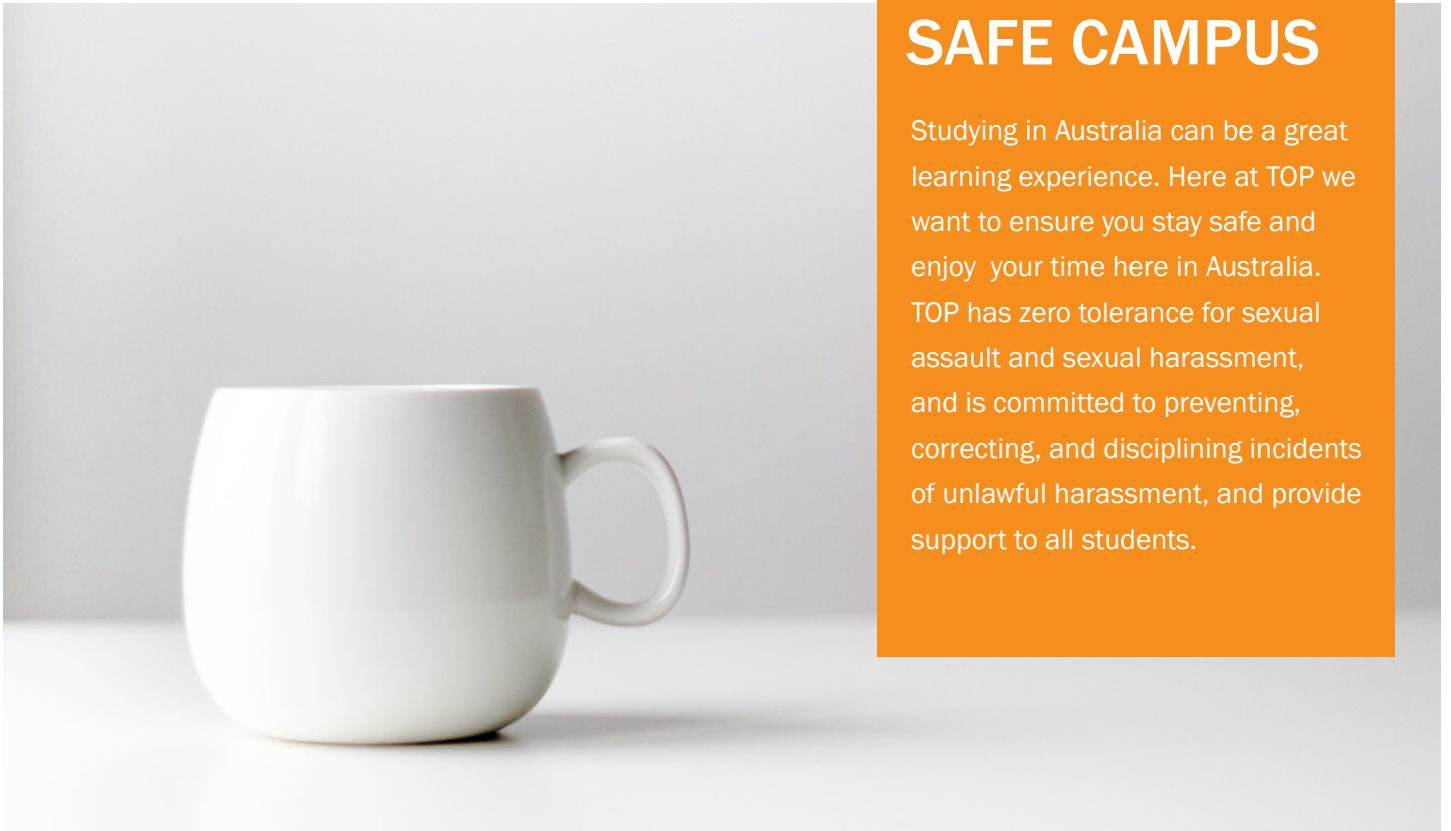




# Top Education Institute



## SAFE CAMPUS

Studying in Australia can be a great learning experience. Here at TOP we want to ensure you stay safe and enjoy your time here in Australia. TOP has zero tolerance for sexual assault and sexual harassment, and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, and provide support to all students.

## Things you should know about Sexual Assault and Sexual Harassment

### Q: What is sexual assault?

**A:** Sexual assault is a crime. It may cause physical or psychological harm and can happen to anyone. It may make someone feel uncomfortable, intimidated, frightened, threatened or scared.

Examples of sexual assault may include, but are not limited to:

- The transmission of unwanted images electronically or otherwise
- Offensive written material
- Stalking
- Pressure to go on dates
- Sexual harassment
- Rape

### Q: What is sexual harassment?

**A:** Sexual harassment includes both physical and non-physical acts, it can be in writing, verbal or via social media.

Examples of sexual harassment may include, but are not limited to:

- Cyberstalking or cyberbullying;
- Unwelcome activities, like touching, hugging, cornering or kissing;
- Unwelcome jokes or teasing of a sexual nature or based upon gender or sex stereotypes
- Unwelcome efforts to develop a romantic or sexual relationship;
- Domestic violence and/or dating violence
- Any other unwelcome conduct of a sexual nature.

### Q: What should I do if I experience sexual assault?

A: Please always remember that sexual assault is never the fault or responsibility of the victim or survivor. Protecting yourself is the first priority.

- Ensure that you are safe and contact the emergency services on **000** as soon as you can
- If you can, try to get to a hospital or health center where they can give you appropriate medical care
- Trust your instincts. Remember that it's never okay for someone to assault you for any reason.
- Call the confidential 24-hour **1800 RESPECT** line (**1800 737 732**), or Lifeline-Crisis Support (**13 11 44**) to talk with experienced counsellors.

You can also send email to [counselling@top.edu.au](mailto:counselling@top.edu.au) to get support from TOP, or come to Student Services Office located in Bay 16 Level 1 to have a talk. We will provide the free and confidential service to you, and assist you to seek further appropriate actions and external services.

### Q: What should I do if I have experienced (or I feel I have experienced) sexual violence, sexual harassment, etc.?

A: We understand that sometimes you may feel confused about how to identify sexual violence/harassment, however we strongly encourage you to report any behavior that makes you feel uncomfortable, and get the support you need.

Please remember if you've been sexually assaulted, it's not something you have to live with on your own. Here are some things you can do straight away:

- Find someone you can talk to, such as a friend, family member, counsellor or youth worker.
- Contact an organization such as 1800Respect via 1800 737 732 or <https://www.1800respect.org.au/> that can give you relevant information on seeking help.

It provides anonymous experienced counselling services 24/7 and connect you with support services in your area.

You can always contact TOP Student Services via [counselling@top.edu.au](mailto:counselling@top.edu.au), (02)-92094882, or just come to the Student Services Office located in **Bay 16 Level 1** to have a talk.

### Q: What should I do if I saw sexual assault/harassment or I heard from my classmates he/she had experienced sexual assault/harassment?

A: Your safety and wellbeing is always TOP's priority. We treat each incident seriously. We respect your wishes and your needs.


- If you have seen a sexual assault happened, please ensure you are safe, and report to the police via 000 as soon as possible.
- If you have heard from your classmate he/she has experienced sexual assault/harassment, stay with your classmate and encourage him/her to seek professional helps, such as counselling, and encourage him/her to report the incident to the appropriate channels, such as the police, or the School.

If you want to report sexual assault/harassment from TOP student/staff, you can also lodge your formal complains via [complaints@top.edu.au](mailto:complaints@top.edu.au) TOP will investigate and you will be informed at each step of the process.



**Time's up. Speak out today.**

 **TOP Student Services**  
Bay 16 Level 1

 **RESPECT line (1800 737 732)**  
**Lifeline-Crisis Support (13 11 44)**  
Student Service (02-9209 4882)

 **Send email to:**  
**[counselling@top.edu.au](mailto:counselling@top.edu.au)**