

The Role of Support Persons & Representatives

Support Persons

Any person participating an interview with the Integrity Unit is able to have a support person attend with them.

A support person could be:

- a friend or family member
- a colleague
- a staff member from the Sexual Misconduct Support Unit (where relevant)
- a person from the UQ Union's Student Advocacy and Support service
- other nominated person.

However, it is not appropriate for a support person to be:

- anyone whose involvement may result in a conflict of interest
- a UQ Human Resources staff member
- for staff members, a currently practicing solicitor or barrister
- for students, a legally qualified person (subject to the decision-maker's discretion).

A support person observes and does not take part in the interview.

The role of a support person is to:

- provide emotional support
- help the person understand what is being said
- assist the person by taking notes
- ask for breaks if the person appears to need a break.

The role of a support person is not to:

- speak on behalf of the person
- paraphrase the person's responses
- advocate for the person
- provide the person with suggested responses to questions
- provide English / other language interpreting for the person – should an interpreter be required, this may be arranged through the Integrity Unit.

Union Representatives

In accordance with [The University of Queensland Enterprise Agreement 2021-2026](#) a staff member may request a representative for any matter that affects them.

In addition to the support provided by a support person, a union representative may:

- provide industrial advice to a staff member
- engage with the University on a staff member's behalf
- ask questions on behalf of the staff member.

However, in an interview, the staff member must answer all questions which relate to the subject of the interview themselves.

Union representatives are expected to have proper regard for the role of management.

Appropriate Conduct

A support person or representative must remain respectful and ensure their own behaviour is appropriate at all times.

Support persons and representatives who are University staff members or students are also required to behave in accordance with the Code of Conduct and Student Charter (as applicable).

Confidentiality

Support persons and representatives must maintain strict confidentiality. The matters discussed in an interview must not be discussed with any other parties, within, or external to, the University.

Further Information

If a person attending an interview with the Integrity Unit intends to bring a support person or representative, they should inform the Integrity Unit of the person's identity in advance of the interview.

If you have any questions about the role of support persons or representatives in Integrity Unit interviews, please contact the Integrity Unit on integrity-unit@uq.edu.au.