

<b>Anti Discriminatory and Anti Bullying Policy</b>	
Policy area	Student Support
Responsibility	CEO, RTO Manager, RTO Manager or Delegate
Classification	<b>Internal Only</b>

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## 1. Purpose

The purpose of this policy and procedure is to:

- provide a safe and healthy learning environment free from discrimination and bullying.

## 2. Definitions

**Bullying:** Long-standing violence, physical or psychological conducted by an individual or a group that includes threats, verbal abuse, sarcasm, coercion and ostracism that humiliates or intimidates individuals or groups of workers that are not able to defend themselves in actual situation

**Discrimination:** Refers to unfair or less favourable treatment based on the following actual or assumed personal characteristics as defined under Commonwealth and State laws

**Staff or Staff Member:** A person employed or contracted by International Technical Institute (ITI) in any are of operation including “honorary” positions

**Unreasonable Behaviour:** Means behaviour that a person, having regard to all the circumstances, would expect to humiliate, intimidate, undermine or threaten

## 3. Policy Statement

2.1 Bullying is totally unacceptable at International Technical Institute (ITI). All students, staff members and other members of International Technical Institute (ITI) are expected to treat each other with respect.

2.2 International Technical Institute (ITI) is an equal opportunity employer and education provider. All employees, potential employees and students are treated as fundamentally equal, without regard to race, sex, marital status or any other factor not applicable to their situation.

2.3 International Technical Institute (ITI) does not tolerate any form of discrimination or bullying. We believe all employees and students have the right to work and study in an environment free of discrimination and bullying. Accordingly, International Technical Institute (ITI)’s staff members and students will not;

- Participates in harassing, discriminatory or bullying behaviour; or
- Victimizes or retaliates against an employee who has lodged a complaint about harassment, discrimination or workplace bullying.

2.4 Examples of behavior that could constitute bullying for both staff and students include:

- Physical or verbal abuse
- Yelling, screaming or offensive language
- Excluding or isolating a staff member or student
- Spreading rumors or innuendo about someone
- Psychological Harassment
- Unjustified criticism or complaints
- Intimidation
- Assigning staff members meaningless tasks unrelated to their job
- Giving staff members impossible jobs
- Interfering with someone's personal property or equipment
- Deliberately changing work arrangements, such as rosters and leave, to inconvenience particular staff members

2.5 Discrimination occurs when someone is treated unfavorably because of one of their personal characteristics. Discrimination may also involve:

- Offensive jokes or comments about another worker's racial or ethnic background, sex, sexual preference, disability or physical appearance
- Display of pictures, computer graphs or posters which are offensive or derogatory
- Expressing negative stereotypes of particular groups
- Judging someone on their political or religious beliefs rather than their work or study performance
- Using stereotypes or assumptions to guide decision-making about a person's career or study
- Undermining a person's authority, work performance or ability to study because you dislike one of their personal characteristics

2.6 International Technical Institute (ITI) aims to prevent bullying and discrimination at International Technical Institute (ITI) through the following preventive measures.

- Creating awareness of this Policy and Procedure
- Informing and instructing staff members
- Encouraging reporting
- Fair and timely procedures for managing incidents of bullying

## 4. Considerations

None.

## 5. Procedure

Steps	Person/s responsible
<b>5.1 Bullying and Discrimination Complaint Procedure</b>	
i.	<p><b>Consider resolving it yourself</b></p> <ul style="list-style-type: none"> <li>○ Determine and identify the nature of bullying or discrimination</li> <li>○ Confront the offender and let them know that you will not tolerate this behaviour</li> <li>○ Make note of the incident and gather as many details as possible</li> <li>○ Keep a diary of the alleged bullying if the behaviour is repeated</li> <li>○ Assemble, where practical, any objective evidence of the bullying, including the names of witnesses</li> </ul>
ii.	<p><b>Report bullying or discrimination</b></p> <ul style="list-style-type: none"> <li>○ Contact your immediate academic or administrative authority or your immediate manager or supervisor, or someone from the management team with whom you can confide with</li> <li>○ Report the incident and provide as much information as possible and try to relieve any initial distress you may be feeling</li> <li>○ Explore information options such as someone from the management speak to the alleged offender on your behalf</li> <li>○ Consider a face-to-face meeting with the alleged harasser to resolve the complaint through constructive steps</li> </ul>
iii.	<p>If, the complaint is not able to be resolved informally through steps 1 &amp; 2, you can lodge a formal complaint, seeking an investigation.</p> <ul style="list-style-type: none"> <li>○ If the problem is not resolved through informal processes as described above, a formal complaint</li> </ul>

	<p>will need to be made in writing to the Admin Manager</p> <ul style="list-style-type: none"> <li>○ The Admin Manager will undertake a preliminary investigation of the complaint and will then submit a confidential written report to the CEO</li> <li>○ The CEO (or CEO's delegate) may carry out further investigations if necessary, including referral to an external mediator/conciliator</li> <li>○ The CEO will then take appropriate remedial and/ or disciplinary action</li> </ul> <p>All parties to the complaint will be advised of the outcome</p>	
iv.	<p><b>External Complaint</b></p> <ul style="list-style-type: none"> <li>○ If the affected parties believe that their complaint is not effectively or timely managed, they have an option to access the Equal Opportunity Commissioner for advice at;</li> <li>○ Equal Opportunity Commissioner Level 3, 204 Lygon Street, Carlton, VIC 3053</li> <li>○ Tel: 1300 292 153 (toll-free)</li> </ul> <p>Further information is available at: <a href="https://www.humanrightscommission.vic.gov.au/">https://www.humanrightscommission.vic.gov.au/</a></p>	RTO Manager/ delegate /CEO

## 6. Other documents to consider with this policy

### Policies

- Complaints Handling and Appeals Policy

### Forms

- Warning Letter for Poor Behaviour Template
- Behaviour Misconduct Report
- Appeals Handling

## Handbooks, manuals or other documents

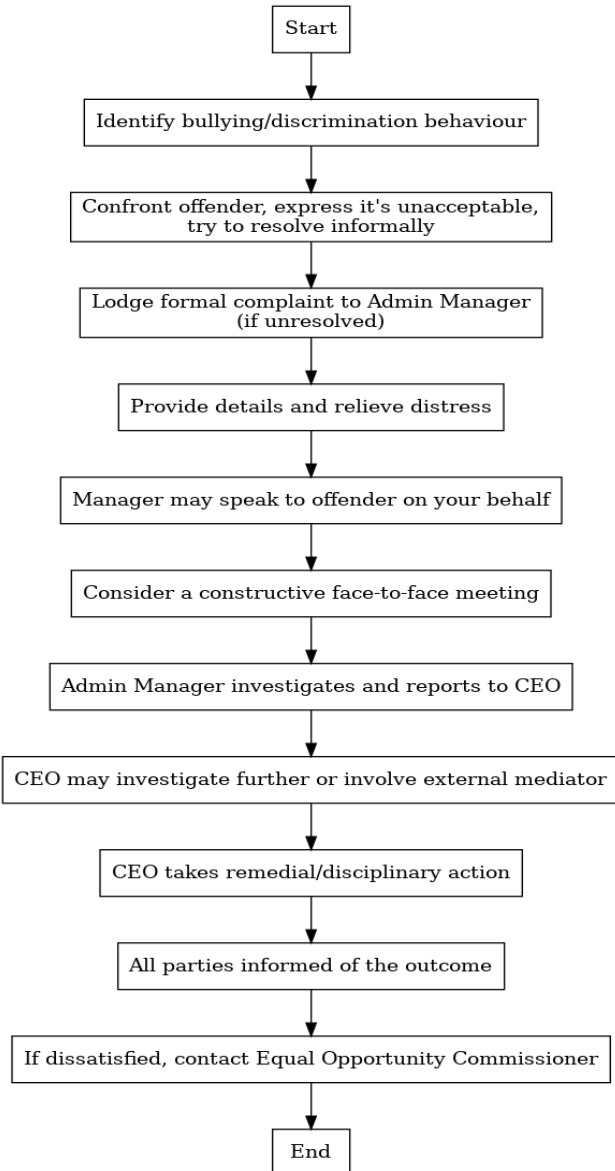
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- Student Handbook



## 7. Flow chart

### Anti Discriminatory and Anti Bullying



## 8. Reference(s)

Outcome Standards for RTOs, Standard 2.5. The learning environment promotes and supports the diversity of VET students. The RTO demonstrates: (a) it fosters a safe and inclusive learning environment for VET students, and (b) it fosters a culturally safe learning environment for First Nations people.

