



International
College

Anti discrimination, Bullying & Harassment Policy & Procedure

HIC Policy Number ADM003

CRICOS Number 02790D
Provider Number 21838

Hays International College

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1. Purpose of policy

This policy ensures that Hays International College complies with all the requirements of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' and Standards for Registered Training Organisations 2015 and is committed to providing a workplace which is free from bullying, harassment and sexual harassment and to the establishment of procedures for resolution of claims of bullying, harassment and sexual harassment.

2. Responsibility

The PEO is responsible for the implementation of this Policy and procedure and to ensure that all staff are aware of its application and implementation requirements. Students are also informed of this policy and procedure at their pre-enrolment, enrolment and orientation.

3. Definitions

Bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

Employee means any employee of the college or any independent contractor and any employee of any independent contractor engaged by the college.

Harassment is any unwelcomed or unreciprocated behaviour that is reasonably likely in all the circumstances to offend, insult, humiliate or intimidate another person. This does not include disciplinary action taken in accordance with the HIC's Employment Procedures.

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

- Offensive 'jokes' or comments about another worker's racial or ethnic background, sex, sexual preference, disability or physical appearance.
- Display of pictures, computer graphics or posters which are offensive or derogatory.
- Expressing negative stereotypes of particular groups, e.g. "married women shouldn't be working".

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- 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.

College means Hays International College

Sexual Harassment is unwelcomed and unreciprocated conduct of a sexual nature that is reasonably likely in the circumstances to offend, insult, humiliate or intimidate another person.

Traumatic Event - A traumatic event is not limited to, but could include: Missing students; any fatality or serious injury; a serious traffic collision; murder or suicide; physical/sexual assault or domestic violence; severe verbal or psychological aggression; fire; explosion or bomb threat; a hold up or attempted robbery; serious threats of violence, and storms or natural disasters; drug or alcohol abuse.

4. Key Features

This policy and its set of procedures have been developed to assist staff, students and the Hays International College (HIC) community to address any anti-discrimination, bullying & harassment.

- HIC is an equal opportunity employer and education provider. All employees and students are treated on their merits, without regard to race, sex, marital status or any other factor not applicable to their situation. Employees are valued according to how well they perform their duties and their ability to maintain College standards of service.
- HIC 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.

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- Discrimination and bullying undermine proper harmonious relationships and may cause low morale, absenteeism and resignations amongst staff and absenteeism and poor results for students.

- Under Federal and Victorian State Anti-Discrimination Laws, discrimination in employment on the following grounds is against the law:-
 - Age
 - Parental Status
 - Physical features
 - Career Status
 - Lawful Sexual activity
 - Pregnancy
 - Gender identity
 - Breastfeeding
 - Sexual orientation
 - Industrial activity
 - Sex
 - Political belief or activity
 - Race
 - Religious belief or activity
 - Disability
 - Personal association with a person who is identified by reference to an attribute.
 - Marital status

- PEO, Course Coordinators and other supervisors of staff are required to ensure that all employees and students are treated fairly and equitably and are not subject to discrimination. They will also ensure that complainants and witnesses are not victimized in any way.

- Any reports of discrimination or bullying will be treated seriously and sympathetically by this college, and will be investigated promptly, thoroughly, confidentially and impartially. Disciplinary action will be taken against anyone found to be guilty of discriminating against a co-worker, student or fellow student. Disciplinary action may involve a warning, transfer, counselling, demotion, dismissal or expulsion depending on the circumstances.

- What Can You Do If You Are Being Discriminated Against Or Bullied?

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If you experience discrimination or bullying, there are a number of alternative approaches you may take:

- Directly inform the alleged offender (verbally or in writing) that you object to their behaviour and that you do not want it repeated. OR
- If this does not resolve the situation or if you do not feel able to undertake such an approach, you can speak to a contact officer who will advise you in strict confidence. The contact officers at the college is the PEOOR
- Another option is to speak to your supervisor or the alleged offender's supervisor about the matter. OR
- A further option is to contact the Office of the Commissioner for Equal Opportunity for advice after all internal avenues do not result in a positive outcome

Commissioner for Equal Opportunity,
MELBOURNE VIC 3000

- This is a government organisation that operates in complete confidence and aims to settle such matters in an informal way. However, if conciliation is unsuccessful, the Commission can refer matters to the Equal Opportunity Board which can hand down legally enforceable decisions.
- Do not ignore discrimination or bullying thinking it will go away. Silence gives the impression that discrimination or bullying is acceptable.
- The college is committed to providing an environment, which is safe for its employees and students and free of discrimination and bullying. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.
- Your support is sought in monitoring and avoiding practices, attitudes and traditions which lead to discrimination and bullying.
- HIC as the employer has a legal responsibility to ensure that under the following Acts:
 - Disability Discrimination Act 1992 Cth
 - Human Rights and Equal Opportunity Commission Act 1986 Cth
 - Racial Discrimination Act 1975 Cth
 - Sex Discrimination Act 1984 Cth
 - Equal Opportunity Act 2010 Vic
 - Occupational Health & Safety Act 2004 Vic
 - Public Administration Act 2004 Vic
 - Racial and Religious Tolerance Act 2001 Vic

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- The Age Discrimination Act 2004 Cth
 - Work Health and Safety Act 2011 Cth
- Employees will be advised of this policy and the appropriate avenues to make complaints under the policy. Employees are encouraged to make complaints about bullying, harassment and sexual harassment when it occurs.
- HIC will not tolerate bullying, harassment and sexual harassment and will ensure that appropriate action in relation to any complaint is taken. HIC will not fund legal representation for employees who are found to have contravened this policy.

RELATED DOCUMENTS			
Standards for Registered Training Organisations (RTOs) 2015	Standard 1, Standard 8		
POLICIES	Code of Conduct; Employment		
Last Updated	Oct 2021	Updated by	JW

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Version 4.1

Anti-discrimination, Bullying & Harassment Policy and Procedure6
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Responsibility: PEO
Hays International College Pty Ltd T/A Hays International College