



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Discrimination and Harassment
Purpose Describe policy intent	To provide duty of care to safeguard participants, staff and visitors from the risk of harm while participating in our activities or when on our premises, and in the interests of all participants in our courses we cannot allow a participant to disrupt the learning experience of other participants.
Scope List who this policy and procedure applies to	All staff Tutors Coordinators Participants College Council Any other person participating in activities on our premises
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Australian Human Rights and Equal Opportunity Act 1986 Disability Discrimination Act 1992 (Disability Standards for Education 2005) Privacy Act Age Discrimination Act 2004 The NSW Charter for equity in Education and Training
Definitions	<p>Workplace Discrimination: is denying any person equality of treatment in matters for any grounds other than those directly related to the requirements of the job or participating as a student. Discrimination may be on the grounds of:</p> <ul style="list-style-type: none"> • sex or gender, and sexual harassment • marital status, pregnancy, potential pregnancy, parental status and family responsibility • Sexual preferences, sexuality or gender identity • Disability, impairment or handicap • Race colour, national or ethnic origin, nationality, ethnicity, descent or ancestry, immigration • Age • Religious or political belief or activity • Trade union activity <p>Harassment Any form of behaviour you do not want, either offends, humiliates or intimidates you, target you because of your sex, pregnancy, race, age, marital status, sexual preferences, disability, religious beliefs or trade union activity (transsexual) status or carer's responsibility.</p> <p>Victimisation Punishing or receiving further unfair treatment for complaining about treatment that you believe is covered under the NSW Anti-Discrimination ACT 1977 or because someone thinks you are about to complain, or because you have helped someone with a complaint.</p> <p>Diversity Having employees, contractors and participants from a wide range of backgrounds</p>



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	<p>Workplace Bullying: is the repeated, less favourable treatment of a person by another or others in the workplace. It includes behaviour that intimidates, offends, degrades or humiliates. Bullying can be distinguished from more common examples of harassment in that it is often about changing the perceptions and behaviours of others, where as harassment focuses on belittling or targeting individuals or groups on the basis of perceived differences.</p>			
Policy	<p>Any behaviour or series of behaviours that unfairly or unreasonably offends, humiliates, intimidates, belittles, undermines, scares, excludes, or embarrasses regardless of whether this behaviour was directed or seen or overheard it will not be tolerated by the College.</p> <p>All complaints of harassment, bullying or discrimination will be treated seriously, empathetically, quickly, and privately and will be investigated fairly and impartially. People lodging complaints and/or witnesses of harassment will not be victimized in any way for making a complaint.</p> <p>The College will take action against any person found, or reported to be harassing, bullying or discriminating participants, members of staff, tutors or other persons participating in activities on our premises.</p>			
Relevant documentation	<p>Code of Practice Access and Equity policy Privacy Policy Complaints and Appeals</p>			
Communication and support for staff	<p>Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request</p>			
Procedure				
Review date	March 2016			
Mapping to Standards for RTOs	8.5,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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