Discrimination

Policy and Procedure No. 125
Discrimination, Sexual Harassment, Victimisation & Bullying policy

ITC is an equal opportunity organisation; all staff and students are treated on their merits. Discrimination, sexual harassment, victimisation and bullying undermine proper working relationships and cause low morale, absenteeism, withdrawals and resignations.

ITC is committed to providing an environment that is safe for its staff and students. Any reports of discrimination will be treated seriously.

The relevant legislation prohibits discrimination, sexual harassment and victimisation at the institution, in respect to any aspect of your training or assessment.

Responsibility to students

It is the responsibility of all staff and trainers to ensure the institution and its teaching environments are free from discrimination, sexual harassment, and victimisation and bullying. It is also the responsibility of ITC and its employees that all students are treated equitably with regard to enrolment, instruction and assessment.

Responsibility to Co – Workers

Equally, all staff and trainers must ensure that the institution work environment remains free of these behaviours. No one is expected to tolerate discrimination, sexual harassment, victimisation, or bullying. ITC is committed to equity with regard to employment, performance and promotion.

Discrimination

Discrimination is treating someone less favourably because of a personal characteristic. Discriminating behaviours include but are not restricted to:

- Offensive statements about personal characteristics
- Negatively stereotyping individuals or groups
- Judging a person's performance based on personal characteristics rather than skills and abilities.

Under the Racial Discrimination, Sex Discrimination and Disability Discrimination Acts (Commonwealth) it is illegal to discriminate against someone in their work, or education because of their:

- Sex
- Marital Status
- Pregnancy
• Parental status
• Race or nationality, ethnic or ethos -religious background
• Age
• Impairment (physical, mental, or illness)
• Lawful sexual activity
• Political belief or activity
• Trade union activity, or
• Association with a person having any of these attributes

**Sexual Harassment**

Sexual harassment is any form of unwelcome sexual behaviour, which could reasonably be offensive, humiliating or intimidating.

Examples of sexual harassment include but are not restricted to:

• Distribution or display of offensive pictures or written material
• Repeated unwelcome requests for social outings or dates
• Offensive comments about a person’s appearance, dress or private life
• Unsolicited comments, messages or telephone calls of a sexual nature
• Leering, patting, pinching, touching, indecent exposure and unnecessary familiarity

Sexual harassment may result from a single incident, or be an accumulation of acts. Both men and women can be sexually harassed.

The harasser does not have to intend to cause discomfort or distress for an action to be harassment. It is not an excuse for them to say they didn’t mean to offend.

**Victimisation**

Victimisation is threatening or harassing a person because they;

• Have made a complaint or intend to make a complaint
• Are acting as a witness or intend to act as a witness
• Are supporting a victim or intend to support a victim
Bullying
Bullying is inappropriate treatment of a person that intimidates, offends, degrades or humiliates them. Bullying will not be tolerated at ITC
Examples of bullying include;
- Verbal / Physical abuse, insults, threats, continuous teasing or criticism
- Physically hurting another person
- Touching another person who doesn’t want to be touched
- Overwork, unnecessary pressure, impossible deadlines
- Undermining work performance, unfair assessment
- Discrimination, racism, sexism
- Keeping someone out of a group
- Acting in an unpleasant way near someone
- ‘Mucking about’ that goes too far
- Harassment or any form of discrimination based on disability, gender, race or religion.

Reporting discrimination, Sexual Harassment, Victimisation & Bullying
If you wish to make a complaint about any of these behaviours at ITC, please contact the RTO Manager in the first instance. Any complaint of discrimination, sexual harassment or victimisation will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required. You do not have to put up with discrimination, sexual harassment or victimisation.

ITC will follow up any report discreetly and will undertake an appropriate investigation.
If the report is verified, ITC will view the matter seriously and will take appropriate action, which may include penalty and counselling (ITC will assist the student / staff to appropriate and professional counselling services)
If the complainant is dissatisfied with the action taken, then recourse may be through first following ITC’s internal complaint & appeal procedure.