

Discrimination and Harassment Policy

1. Purpose

This policy affirms the RTO's commitment to providing a learning and working environment that is free from all forms of discrimination and harassment. It ensures all students and staff are treated with respect, fairness, and dignity, and outlines procedures for reporting, manage, and prevent such behavior in accordance with relevant legislation and Outcome Standards 2.1, 2.4 and 2.5.

2. Scope

This policy applies to all VET students and staff of the RTO, including third-party providers, contractors, and visitors across all learning settings—on campus, during online delivery, in the workplace, and in community-based learning environments.

3. Definitions

Term	Definition
Discrimination	Unfavorable treatment based on personal characteristics such as race, gender, disability, age, religion, sexuality, or cultural background.
Harassment	Unwanted, offensive, humiliating, or intimidating behavior. This includes sexual harassment, bullying, and vilification.
Reasonable Adjustment	Modifications made to training or assessment to accommodate students with disability without compromising course integrity
Cultural Safety	A learning environment that is spiritually, socially, emotionally, and physically safe for people, particularly for First Nations people.

4. Legislative References

-  Standards for RTOs 2025 – Outcome Standards 2.1, 2.4, 2.5
-  Disability Discrimination Act 1992 (Cth)
-  Sex Discrimination Act 1984 (Cth)
-  Racial Discrimination Act 1975 (Cth)
-  Equal Opportunity Act (relevant state-based legislation)
-  National Vocational Education and Training Regulator Act 2011

5. Policy Statement

The RTO has zero tolerance for any form of discrimination or harassment. We foster an environment where:

-  All VET students feel safe and valued regardless of background, disability, gender, or beliefs.

- ✚ First Nations learners are supported through culturally appropriate and inclusive training practices.
- ✚ All students are provided with equitable access to support and complaint resolution processes.
- ✚ Reports of discrimination or harassment are addressed swiftly, fairly, and confidentially.

6. Procedure – Step-by-Step

Step	Action	Responsible Person
1	Promote the Discrimination and Harassment Policy through orientation, Student Handbook, and website	Compliance Manager
2	Ask students to disclose disability or support needs via the Enrolment Form (optional and voluntary)	Admin Officer
3	Discuss support needs and inclusion commitments during PTR (Pre-Training Review)	Trainer / Admin Officer
4	Ensure all staff complete induction training on inclusive practice, cultural safety, and anti-discrimination	Compliance Manager
5	Immediately respond to reports or observations of discriminatory or harassing behaviour	Trainer / Student Support Officer
6	Provide the student with a copy of the Discrimination and Harassment Policy and Complaints Form	Student Support Officer
7	If a formal complaint is lodged, follow the PP16 Feedback and Complaints Management Policy procedures	Compliance Manager
8	Make reasonable adjustments to support affected students (refer to PP14 – Disability Support and Adjustments Policy)	Compliance Manager
9	Where needed, involve external support services or refer to counselling	Student Support Officer
10	Record incidents and outcomes in the Feedback, Complaint and Appeal Register	Compliance Manager
11	Review complaints trends annually as part of the CI (Continuous Improvement) cycle	CEO / Compliance Manager

7. Related Documents

- ✚ PP16 – Feedback, Complaint and Appeal Policy
- ✚ PP14 – Disability Support and Adjustments Policy
- ✚ Student Handbook
- ✚ Code of Conduct – Students and Staff
- ✚ Cultural Safety Guidelines
- ✚ CI (Continuous Improvement) register

 Feedback, Complaint and Appeal Register

 Complaints and Feedback Forms

8. Flow chart

Discrimination and Harassment Process

