



## Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy

### 1 Rationale

- 1.1 Pymble Ladies' College (the College) recognises that its practices should reflect the core values of Care, Courage, Integrity, Respect and Responsibility.
- 1.2 As part of providing a safe and healthy work environment, the College is committed to preventing unlawful discrimination, harassment and workplace bullying, and promoting a culture of respect, courtesy and inclusivity.

### 2 Policy and Scope

- 2.1 The College considers that unlawful discrimination, harassment, workplace bullying or victimisation, in any form, is inappropriate and unacceptable behaviour. Any breach of this policy that is found to have occurred may, result in disciplinary action.
- 2.2 This policy applies to all employees, contractors, sub-contractors, apprentices, trainees and volunteers (collectively referred to as **Workers**) engaged by the College and applies to behaviour or conduct by Workers in connection with work including:
  - In the workplace, including while working at home or outside normal working hours
  - While undertaking work activities including interaction with parents or other third parties and while working away from the College premises (e.g., while undertaking excursions, tours or sport activities)
  - At work-related events (e.g., conferences, lunches, parent functions, Christmas parties and other social functions) and
  - At any functions which include other Workers, students or parents.

This includes where the behaviour does not occur in a physical space, (e.g., where interaction is online, over the phone, through email, text messaging or social media).

- 2.3 For the avoidance of doubt, this policy extends to specifically prohibit use of the College's electronic mail and messaging systems in a way that might otherwise cause unlawful discrimination, unlawful harassment and workplace bullying.

### 3 Standards of behaviour

- 3.1 In line with the College's commitment to creating a healthy and safe workplace and one which strives to create positive working relationships, Workers are expected to observe the following minimum standards of behaviour:
  - Being polite and courteous to others

- Being respectful of the differences between people and their circumstances
- Ensuring they do not engage in any discriminatory or bullying behaviour(s) towards others in, or connected with, the workplace which includes parents, students, colleagues, supervisors, managers, volunteers, contractors, suppliers and other visitors
- Ensuring they do not assist, or encourage, others in the workplace, or in connection with the workplace to engage in discriminatory or bullying behaviour(s)
- Adhering to Section 10 of this policy if they experience any discriminatory or bullying behaviour(s) personally
- Reporting any discriminatory or bullying behaviour(s) they see happening to others in the workplace, or connected with the workplace, in line with Section 12 of this policy, and
- Keeping information confidential if involved in any investigation of discrimination, bullying or harassment.

3.2 These standards of conduct are intended to operate in addition to, and in conjunction with, the College's *Staff Code of Behaviour*.

## 4 Related policies

- 4.1 The College will address any grievance between Workers about work matters, including work relationships and decisions made by other Workers which impact on their work, in accordance with the College's *Grievance and Dispute Resolution Policy and Procedure*.
- 4.2 Allegations of sexual harassment of students will be managed in accordance with the *Child Protection Policy* and applicable laws.
- 4.3 Complaints about services provided by the College or against Workers will be addressed in accordance with the College's *Complaints Policy and Procedure*.
- 4.4 This policy does not extend to complaints which are whistleblowing disclosures. The procedure for raising whistleblower complaints is dealt with in the College's *Whistleblower Policy*.

## 5 What is unlawful discrimination?

In the context of this document:

- 5.1 **Unlawful Discrimination** is treating or proposing to treat one person or group less favourably than another or causing them disadvantage because of a personal characteristic protected by law.
- 5.2 Australia has laws regarding discrimination at the Federal level such as the *Age Discrimination Act 2004* (Cth), *Disability Discrimination Act 1992* (Cth), *Racial Discrimination Act 1975* (Cth) and the *Sex Discrimination Act 1984* (Cth) and in each state or territory. The *Fair Work Act 2009* (Cth) also prohibits discrimination in certain circumstances. These laws make discrimination unlawful on a variety of grounds (unlawful reasons) including:

- Sex or sex characteristics
- Marital or relationship status
- Pregnancy, potential pregnancy or breastfeeding
- Family responsibilities
- Sexual orientation, transgender status, gender identity, intersex status, or lawful sexual activity
- Race, colour, descent, nationality, national origin, national extraction, ethnicity, ethno-religious origin or social origin
- Religious belief or activity
- Political belief or activity
- Employment status (including employment on a part-time or casual basis)
- Industrial activity (including trade union activity)
- Disability or impairment
- Physical features
- Age
- Medical or irrelevant criminal record
- Parent, family, carer or kinship responsibilities,
- Service in voluntary defence forces
- Association with a person who has, or is believed to have, any of these attributes, or
- Others, depending on the state or territory in which you work. Discrimination can also sometimes be unlawful if it occurs because of a characteristic generally associated with one of the unlawful grounds (for example, because of a person's menstruation).

Whether it is unlawful to discriminate against a person for one of these reasons will depend on the circumstances and the particular legislation that applies.

- 5.3 Discrimination can occur in the recruitment process, during the course of employment or upon termination of employment. Discrimination can also occur in the provision of goods or services. Workers must not discriminate against other Workers, parents or students.
- 5.4 Discrimination can be direct or indirect.
- 5.5 **Direct discrimination** occurs where someone is treated unfavourably because of their sex, age, racial group etc. An example of direct discrimination is when an employee misses out on an internal promotion because they are considered too old for the job.
- 5.6 **Indirect discrimination** occurs where everyone is treated on the same terms according to a rule, policy or directive but which has the effect of disadvantaging people of a particular sex, age group, race, religion or other unlawful ground, where the rule, policy or directive is not reasonable in all the circumstances. An example of indirect discrimination might be a College policy stating that the Junior School will not engage part time teachers - this would impact on teachers who may wish to work part time due to carers' responsibilities and would most likely exclude a large proportion of women - where this restriction was not reasonable in all circumstances.

5.7 There are exceptions from anti-discrimination law which may apply in some situations - for example, because of the requirements of a particular job, it may be reasonable for only women to supervise in a girls' boarding school.

5.8 Bullying may also occur at the same time as unlawful discrimination and may also be a breach of work health and safety laws.

## 6 What is unlawful harassment?

6.1 **Unlawful harassment** is a type of unlawful discrimination – where someone is being harassed for an unlawful reason.

6.2 Unlawful harassment includes, but is not limited to:

- Sexual harassment and sex-based harassment
- Verbal abuse or comments that degrade or stereotype people because of their race, sex, sexuality, pregnancy, disability, etc
- Jokes based on race, sex, sexuality, pregnancy, disability etc
- Mimicking someone's accent, or the habits of someone with a disability
- Offensive gestures based on race, sex, sexuality, pregnancy, disability, etc
- Doing or saying something in public that creates, encourages or incites hatred, severe contempt for or severe ridicule of other people on the grounds of race, sexual orientation, pregnancy, disability, etc
- Bullying a person because of their race, sex, sexuality, pregnancy, disability, etc
- Ignoring or isolating a person or group because of their race, sex, sexuality, pregnancy, disability, etc or
- Display or circulation of racist, pornographic or other offensive material, including in electronic format or on social media.

6.3 Harassment may also amount to bullying and be a breach of work health and safety laws. Complaints regarding bullying are dealt with separately to unlawful harassment.

6.4 Harassment can be physical, verbal or written. It can include words, pictures or statements. It may be transmitted by post, phone, fax, video, email, mobile phone text messages, other messaging apps, social media, posters or photographs, computer servers or screensavers.

6.5 **Unlawful sexual harassment** is one form of harassment which the law does not allow. Unlawful sexual harassment occurs where a person:

- makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person or
- engages in other unwelcome conduct of a sexual nature in relation to the other person,

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person exposed to the conduct would be offended, humiliated or intimidated. A person does not need to intend to engage in sexual harassment for it to be unlawful. Sexual harassment could be a one-off incident

or a pattern of behaviour. It can happen in person, over the phone or online (including on social media).

6.6 Both men and women can be sexually harassed, by someone of the same or opposite gender.

6.7 Unlawful sexual harassment includes, but is not limited to:

- Pressure or demands for dates or sexual favours
- Unnecessary familiarity - for example, deliberately brushing against a person or constantly staring at a person
- Unwanted physical contact – for example, touching or fondling
- Sexual jokes or innuendo
- Offensive telephone calls
- Offensive sexual gestures
- Making a statement of a sexual nature
- Unwelcome comments or questions about a person's sex life
- Display, circulation of sexual material, including offensive screen savers, magazines, posters or pictures (including in electronic format)
- Sending email or text messages which contain sexual content or tone or
- Sexual assault.

6.8 It is important to understand that some of these forms of unlawful sexual harassment are also criminal behaviour and may be treated as a criminal offence, such as:

- Sexual assault
- Physically molesting a person
- Indecent exposure; and
- Obscene phone calls, emails or letters.

6.9 Sexual harassment is unlawful under the *Sex Discrimination Act 1984* (Cth), the *Fair Work Act 2009* (Cth) and state and territory anti-discrimination laws. You must not sexually harass other Workers, parents, students or any other person you come into contact with in connection with your work (nor should they sexually harass you).

6.10 Acts of sexual harassment or victimisation occurring after work or outside of the specific workplace may still be considered 'in connection' with an employee's employment. Therefore, this policy is applicable to any conduct occurring after office hours or outside of the workplace (including but not limited to social engagements that may be in connection with the College). Further, being under the influence of drugs or alcohol is not considered an excuse for engaging in sexual harassment or victimisation.

6.11 Mutual attraction between people is not sexual harassment. Conduct which is welcome or consensual is not unlawful, and friendships (sexual or otherwise) which develop between people who meet at work are a private concern, provided they do not impact on the workplace or the College or create a conflict of interest.

- 6.12 You should take great care before engaging in conduct you believe to be welcome. It is your responsibility to ensure that you do not engage in conduct which is not welcome. Similarly it is your responsibility to tell someone if you do not feel comfortable with their behaviour, or at least to raise the issue with your manager or supervisor or some other appropriate person.
- 6.13 Workers should also remember that even conduct which is welcome may not be appropriate in the workplace. If you are unsure whether conduct is appropriate, you should speak to Human Resources.
- 6.14 Further, any personal relationships that develop should not adversely impact on the College, your responsibilities to do your work or on the performance or productivity of other Workers.
- 6.15 **Unlawful sex-based harassment** is another form of harassment the law does not allow. Unlawful harassment on the ground of sex or 'sex-based harassment' occurs where:
- A person engages in unwelcome conduct of a demeaning nature in relation to the person harassed
  - The conduct occurs because of the sex of the person harassed (or a characteristic that generally relates to their sex or that is imputed to their sex), and
  - The conduct occurs where a reasonable person, in all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.
- 6.16 Sex-based harassment is conduct that is 'demeaning' (such as degrading or putting down a person) because of a person's sex, but not necessarily 'sexual' in nature.
- 6.17 Sex-based harassment could be a one-off incident or a pattern of behaviour. It can happen in person, over the phone or online (including on social media).
- 6.18 Unlawful sex-based harassment can include but is not limited to:
- Asking intrusive personal questions based on a person's sex, including about their body or anatomy
  - Making sexist, misogynistic (prejudiced against women) or misandrist (prejudiced against men) remarks about a specific person
  - Making inappropriate comments and jokes to a person based on their sex, including about their appearance, gestures and voice (including comments made online), and
  - Requesting a person to engage in degrading conduct based on their sex.
- 6.19 Sex-based harassment is unlawful under the *Sex Discrimination Act 1984* (Cth).
- 6.20 You must not harass other Workers or any other person you come into contact with in connection with your work on the basis of their sex (nor should they harass you on the basis of your sex).
- 6.21 Workplace environment that is hostile on the grounds of sex is also not allowed under

the law. A person must not subject another person to a workplace environment that is hostile on the ground of sex. This obligation is not limited to physical workplaces – it can also apply in the context of online workplaces.

- 6.22 A person engages in conduct that creates a hostile workplace environment for another person if:
- The conduct occurs in a workplace where they and/or the other person work,
  - The other person is in the workplace at the same time as or after the conduct occurs, and
  - A reasonable person, having regard to all the circumstances, would have anticipated the possibility that the conduct could result in the workplace environment being offensive, intimidating or humiliating to a person of the other person's sex (or a characteristic that generally relates to their sex or that is imputed to their sex).
- 6.23 This type of conduct is not directed towards a particular person but results in a generally hostile environment. This sort of behaviour is often the precursor to sexual harassment.
- 6.24 A person can engage in conduct that creates a hostile workplace environment for someone else, even if they did not intend to do so. It is also not necessary for a person to be actually offended, intimidated or humiliated by the conduct in order for it to be unlawful conduct creating a hostile workplace environment.
- 6.25 Conduct that may create a hostile work environment can include but is not limited to the following conduct:
- Displaying obscene or pornographic materials
  - Sexual banter
  - Innuendo
  - Offensive jokes, and
  - Casual sexism.
- 6.26 Conduct creating a hostile workplace environment on the ground of sex is unlawful under the *Sex Discrimination Act 1984* (Cth).

## **7 What is workplace bullying?**

- 7.1 **Workplace bullying** is repeated, unreasonable behaviour directed toward a staff member, other individual, or group of people in the workplace that may cause harm, including risks to health and safety.

**Repeated behaviour** refers to the persistent nature of the behaviour and can involve a range of behaviours over time. A single incident of unreasonable behaviour is not workplace bullying but can also present a risk to health and safety and will not be tolerated.

**Unreasonable behaviour** means behaviour that a reasonable person, having regard to all the circumstances, would expect to humiliate, intimidate or threaten another person.



Such behaviour can include an individual's or a group's actions or practices which humiliate, intimidate or threaten another person.

- 7.2 Workplace bullying at the College is unacceptable and will not be tolerated.
- 7.3 Bullying behaviour does not need to be based on a ground of discrimination, such as gender, race, age etc. A person might be bullied for any reason.
- 7.4 Bullying may also amount to unlawful discrimination or harassment (including sexual harassment) or other inappropriate behaviour and may also be a breach of work health and safety laws.
- 7.5 The following types of behaviour, whether intentional or unintentional, particularly if directed towards an individual repeatedly, may amount to workplace bullying:
- Threats
  - Verbal abuse
  - Outbursts of anger or aggression
  - Unjustified criticism or complaints
  - Physical or verbal intimidation
  - Deliberately excluding or isolating someone from work activities
  - Ganging up
  - Withholding information that is vital for effective work performance
  - Intentionally setting unreasonable timelines or constantly changing deadlines
  - Intentionally setting tasks that are unreasonably below or beyond a person's skill level
  - Identifying access to information, supervision, consultation or resources to the detriment of the Worker
  - Spreading misinformation or malicious rumours, and
  - Changing work arrangements such as rosters and leave to deliberately inconvenience a particular Worker or group of Workers.
- 7.6 The above list is not exhaustive and other types of behaviour may also constitute workplace bullying.
- 7.7 Workplace bullying can be carried out in a variety of ways, including through verbal or physical abuse, through email, text messages, internet chat rooms, instant messaging or other social media channels. In some cases, workplace bullying can continue outside of the workplace. It can be directed at a single Worker or a group of Workers and be carried out by one or more person.
- 7.8 Reasonable management action carried out lawfully and in a reasonable manner (including directions in relation to the performance of work or conduct required) by the College is not workplace bullying.
- 7.9 Examples of reasonable management action include, but are not limited to:
- Allocating work and giving constructive feedback on your performance



- Setting realistic and achievable performance goals, standards and deadlines
- Fair and appropriate rostering and allocation of working hours
- Transferring you to another area or role for operational reasons
- Deciding not to select you for a promotion where a reasonable process is followed
- Informing you about unreasonable behaviour in an objective and confidential way
- Implementing organisational changes or restructuring and
- Taking disciplinary action, including suspension or terminating employment where appropriate or justified in the circumstances.

7.10 In addition, low level workplace conflict, including personality conflicts, differences of opinion and disagreements, are not generally considered workplace bullying.

7.11 When conflict is at a low level and is task-based, it can benefit the College by generating debate leading to new ideas and innovative solutions. It does not always pose a risk to health and safety in the workplace.

## **8 What are your obligations?**

### **Workers**

8.1 All Workers must:

- treat others at work or connected to the work we do with respect, courtesy and inclusivity, and
- take reasonable care to ensure that their conduct does not adversely affect the health and safety of others, including other Workers.

Everyone at the College has a legal obligation not to discriminate against, or harass for any unlawful reason, any Worker, agent, supplier, parent, student or visitor.

8.2 You must always consider how your behaviour will be viewed by the person or people you are dealing with.

8.3 You might unlawfully discriminate against or unlawfully harass someone even if you do not mean to do or say anything offensive. It is not a legally acceptable defence to say that 'it was just a joke' or that you did not mean to, or intend to, humiliate, offend or intimidate someone else.

8.4 It is sometimes difficult to know whether someone will find particular behaviour acceptable. What is offensive to one person may not be offensive to another. You should be careful not to risk being misunderstood and, as a result, becoming the subject of a report. Some people may also not feel comfortable telling you that your behaviour is offensive and unwelcome. This may be because of their personality or because they are too worried about the possible impact on their employment. It is your responsibility to ensure that you do not engage in conduct that is not welcome.

8.5 You should also intervene if you become aware of inappropriate behaviour, in a way that is comfortable for you and if you feel safe to do so. Intervention may include reporting the behaviour.

- 8.6 You may be personally liable for your own actions if you engage in unlawful discrimination, unlawful harassment, victimisation or other inappropriate behaviour. You may also be liable if you cause, request, instruct, induce, encourage, aid, authorise, assist or permit someone to unlawfully discriminate against, harass or victimise another person. An employer may be required to share liability for your actions because of the legal principle relating to vicarious liability, although this principle does not generally apply where the employer has made you aware of your own obligations and taken reasonable steps to prevent you from engaging in unlawful conduct.

## **Managers**

- 8.7 All Managers must:

- Demonstrate and model appropriate behaviour
- Make it clear that unlawful discrimination, harassment and victimisation will not be tolerated
- Promote and encourage a working environment that is safe, respectful and inclusive, and free from discrimination, harassment and victimisation
- Make sure that the workplace and work processes do not facilitate sexual harassment
- Act immediately if they have reason to believe that unlawful discrimination, harassment or victimisation could be occurring (whether or not a report has been made), including taking appropriate steps to intervene when they witness inappropriate behaviour (where it is safe to do so)
- Encourage Workers to intervene or report allegations of unlawful discrimination, harassment or victimisation if they witness or are told about it, if they feel safe to do so
- Ensure that those who wish to make a report or raise an issue related to unlawful discrimination, harassment or victimisation are supported.

## **9 Prevention**

- 9.1 A risk-based approach is needed to prevent equality related and work health and safety risks posed by the unlawful conduct covered by this policy.

This means that the College will:

- Regularly identify and assess the risk of unlawful conduct covered by this policy occurring, as well as the impact that it might have on the health and safety of those affected
- Implement effective control measures to address identified risks
- Regularly review control measures to determine whether they remain effective and appropriate in controlling identified risks and making adjustments where required, having regard to how long and how often a person is exposed to the risk and the level of seriousness of the risks identified, in consultation with Workers (and their representatives) as appropriate.

- 9.2 The College recognises that building Workers' knowledge and understanding of the unlawful conduct covered by this policy and their obligations in respect of such conduct is integral to preventing it from arising in the workplace. As such, the College provides training under the Keeping Pymble Safe Compliance Training banner.

## **10 What can you do if you feel you are being unlawfully discriminated against, harassed or bullied?**

- 10.1 If you feel that you are experiencing unlawful discrimination or harassment, or other inappropriate behaviour, then the College encourages you to take action which may resolve the problem.
- 10.2 Where you feel comfortable, ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. Maybe the person is not aware that their behaviour is intimidating, unwelcome or offensive and will stop once they are told.

It may be useful to speak with your manager or Human Resources in the first instance to seek guidance on how to do this.

- 10.3 Alternatively or concurrently, you may wish to make a report to your manager, as soon as possible after the incident(s) have occurred. If your issue is about your manager then you should raise it with Human Resources.
- 10.4 The safety and wellbeing of Workers is a key priority for the College at all times. In the event that a report is made, the College will endeavour to keep the person who makes the report, and other Workers who may be impacted by the report (such as the person about whose conduct the report is made and any witnesses to the conduct which forms the basis of the report), safe.

## **11 What will the College do if you make a report?**

- 11.1 All reports of discrimination, harassment, workplace bullying or victimisation will be treated seriously and generally in accordance with this policy and any other applicable policy.
- 11.2 The safety and wellbeing of the person reporting the behaviour is one of the College's key priorities. This means that the College will approach each report in a way that is, so far as is reasonable, centred on the needs, values and preferences of the person making it, and which seeks to understand how the person may be impacted by trauma, to avoid further harm to them and to promote their health and wellbeing through its process. This does not mean always doing what you might request, but it does mean genuinely considering your wishes and the impact that the College's decisions may have on you.
- 11.3 The College's approach may vary depending on the nature of the specific report and a number of other factors.

- 11.4 Potential methods the College may utilise include, putting systems in place to prevent further issues, education, a manager speaking to the person engaging in the conduct, informal or facilitated discussions, mediation or an internal or external investigation. . The College may engage an external investigator to investigate allegations made in a report for a variety of reasons such as a potential conflict of interest, capacity or complexity.
- 11.5 Steps the College may take include:
- Listening to your concerns, talking with you about your options to resolve the issues and where you can get personal support
  - Advising you of the likely steps that will be undertaken by the College in relation to the report (including anticipated time frames)
  - Where applicable:
    - Advising the person(s) who the report is about of the existence of the report, the nature of the report and seek their response;
    - Collecting any additional information the College considers necessary to properly review the report;
    - Advising both you and the person(s) that the report is about, of the College's response to the report and, if appropriate, any proposed action to be taken;
    - Advising you and the person that the report is about, who will be making the inquiries on the College's behalf and who will determine the outcome of the inquiries, and
    - Advising both you and the person(s) that the report is about of any confidentiality obligations related to the report and any investigation or resolution process.
- 11.6 The College will treat the matter as confidentially as possible but may need to speak to others to appropriately deal with the report.
- 11.7 The College will take whatever action it considers appropriate in the circumstances, having regard to this policy. This may include disciplining or dismissing the person who engaged in the inappropriate conduct.
- 11.8 Where a report relates to the conduct of a third party, it may involve the College refusing to provide services to that third party.
- 11.9 Once a matter is finalised, the College will talk with the impacted parties about the way in which confidentiality may apply.
- 11.10 You should also be aware that if you make a report, you are responsible for ensuring that you:
- Make the report honestly and in good faith
  - Provide all facts relevant to the complaint
  - Co-operate with the resolution process, and
  - Keep the report confidential within the resolution process.
- 11.11 If a report has been made about you, you are responsible for ensuring that you:

- Cooperate with the resolution process
- Provide a written or verbal response to the report which has been raised, if requested and
- Provide all relevant facts to the person dealing with the report, if requested.

## **12 Bystanders and Upstanders**

12.1 Bystanders and upstanders play an important role in reducing work, health and safety and wellbeing risks. If you become aware of unlawful discrimination, harassment or victimisation, by witnessing it or being told about it, you should intervene in a way you feel comfortable and safe. This may include:

- Redirecting the conversation
- Separating the person engaging in the conduct from the situation before the circumstances escalate
- Speaking up publicly to address the behaviour
- Checking in with the person impacted and offering to help progress the matter
- Encouraging the person engaging in the conduct to reflect on their behaviour and apologise, or
- Reporting the behaviour to your manager or Human Resources.

12.2 Although permission of the person who has experienced the disrespectful behaviour is recommended before making a report about the behaviour to your manager or Human Resources, it is not always needed depending on the seriousness or unlawfulness or both of the behaviour. If you require guidance on reporting, please speak with Human Resources.

## **13 Victimisation**

13.1 You must not victimise a person because they have made or propose to make a complaint of unlawful discrimination, harassment, bullying or other inappropriate behaviour, or because they have provided information in relation to a complaint.

13.2 Victimisation means subjecting a person to some detriment, for example, ostracising an employee or excluding them from an opportunity or activity.

13.3 Victimisation is unlawful under the *Sex Discrimination Act 1984* (Cth) and the *Anti-Discrimination Act 1977* (NSW).

13.4 If you feel that you are being victimised because you have made or propose to make a complaint of unlawful discrimination, harassment, bullying or other inappropriate behaviour, or because you have provided information in relation to a complaint, you should raise the issue as soon as possible with Human Resources. If you are uncomfortable raising it with them, you should raise it with your direct supervisor or manager.

13.5 Employees found engaging in any victimising conduct will be subject to disciplinary action.

## 14 Confidentiality

14.1 Although you may feel the need to tell a trusted friend or work colleague about the matter, please be mindful that accusations of unlawful discrimination/harassment can lead to legal action for defamation. In general, matters of this kind should be dealt with confidentially.

14.2 The following external bodies can provide additional information if required:

Fair Work Ombudsman	13 13 94
Australian Human Rights Commission	1800 620 241 (toll free)

There may be time limits for lodging a complaint with an external body.

14.3 Conduct that is criminal in nature (such as sexual assault) can also be reported to Police.

## 15 Support

15.1 Workers may seek counselling and assistance using the College's confidential Employee Assistance Program by contacting them on 1800 808 374.

15.2 Furthermore, the College encourages all employees to contact any of the following providers for mental health and wellbeing support should they require additional support at any time.

### **Lifeline**

24-hour crisis support and suicide prevention.

Ph: 13 11 14

Website: <https://www.lifeline.org.au/>

### **Beyondblue**

Mental health support.

Ph: 1300 224 636

Website: <https://www.beyondblue.org.au/>

## 16 Other

16.1 This policy summarises some of the rights and obligations which are created by the legislation, is not intended to go beyond the legislation, is not a term of any contract, including any contract of employment and may be varied from time to time.

16.2 The College reserves the right to change or modify this policy at any time by notice on the College Portal.

16.3 If at any time you have any questions regarding this policy, your obligations or the reporting process outlined above or you have any feedback about this policy, we encourage you to contact Human Resources.

## **17 Consequences for Breach of Policy**

- 17.1 Where a Worker breaches this policy, the College may take disciplinary action, up to and including termination.

## **18 Guidelines**

- 18.1 Nil

## **19 Responsibilities**

- 19.1 Chair of the Board  
19.2 Principal

## **20 Related Documents**

- 20.1 Staff Code of Behaviour  
20.2 Grievance and Dispute Resolution Policy  
20.3 Grievance and Dispute Resolution Procedure  
20.4 Child Protection Policy  
20.5 Whistleblower Policy  
20.6 Complaints Policy  
20.7 Complaints Procedure

## **21 Authorisation**

- 21.1 Principal  
21.2 Chair of the Board

***This document is uncontrolled if printed. Please refer to the Portal for the most current version.***

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