

Anti-Discrimination & Sexual Harassment Policy

Purpose & Legislative Background

It is the policy of COLLINS ACADEMY to ensure that the Anti-Discrimination Acts of the State Government and Discrimination Acts of the Federal Government are adhered to. These Acts include, but are not limited to

- the Federal Government Racial Discrimination,
- Human Rights and Equal Employment Opportunity (EEO)
- and Sex Discrimination Acts.
- Also included is the Queensland Government Anti- Discrimination Act, which deals with all the foregoing Federal Acts.

COLLINS ACADEMY is an equal opportunity employer. All appointments are made on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain organisational standards or service.

The organisation does not tolerate any form of discrimination or vilification. All persons on site (including visitors) have the right to an environment free of discrimination, vilification and harassment.

Scope

This policy applies to all persons including current and prospective staff, students and visitors of COLLINS ACADEMY.

Policy

Sexual Harassment

The policy of COLLINS ACADEMY is that sexual harassment is an unacceptable form of behaviour, which will not be tolerated under any circumstances. We believe that all persons on site (including visitors) have the right to an environment free of intimidation and sexual harassment.

Sexual harassment may cause the loss of trained and talented employees and damage staff morale and productivity.

Under the Queensland Anti-Discrimination Act and the Federal Sex Discrimination Act, sexual harassment is against the law.

Vilification

Vilification on the basis of race or religion is simply a public act of hatred – and it's against the law.

It can include things such as graffiti in churches or other public places, speeches, abuse, remarks in the media or on internet sites, gestures, posters or stickers. For these sorts of things to be considered vilification, they need to be public and to incite people to hate others because of their race or religion.

All COLLINS ACADEMY employees must ensure that all persons on site (including visitors) are treated equitably and are not subject to vilification or harassment. They must also ensure that people, who make complaints, or act as witnesses, are not victimised in any way.

What to do if you are discriminated against or Sexually Harassed?

You have the right to feel safe and to have full opportunity to achieve your potential in your study. Don't let harassment interfere with your life. If you are being harassed seek help immediately.

There are several options. Choose the course of action you feel most comfortable with. Do not ignore discrimination or sexual harassment, thinking it will go away – often discrimination just gets worse and silence may give the impression that discrimination or sexual harassment is acceptable.

You may:

- Tell the person they are making you uncomfortable and ask them to stop.
- Make a complaint to one of the staff from COLLINS ACADEMY Or
- Make a complaint under Anti-Discrimination Legislation to Victorian Equal Opportunity and Human Rights Commission <https://www.humanrights.gov.au/complaints/make-complaint>

If you have any questions about this or need help to complete this form, please contact our National Information Service on 1300 656 419 or 02 9284 9600

Management Action & Responsibility

The Academic Manager are responsible for implementing this policy.

All staff holds the responsibility for Privacy of data collected by COLLINS ACADEMY.

CEO is responsible for overall management of this policy.

Definition

N/A

Legislative Context

The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018

Policy Control

Version	Date	Changes / Updates	Approved
1.0	May 2020	RTO Policy and Procedure of COLLINS ACADEMY	CEO