

1. Purpose

1.1 The purpose of an Anti-Discrimination, Bullying, and Harassment Policy and Procedure at Central Australian Institute of Technology Higher Education (CAIT Hi-Ed) is to create a safe, inclusive, and equitable environment for students, staff, and faculty by prohibiting discriminatory, bullying, and harassing behaviours. It ensures compliance with legal and ethical standards, promotes diversity and mutual respect, and safeguards the well-being and academic freedom of all members of the institution. Additionally, it provides clear procedures for reporting, investigating, and addressing grievances to maintain a positive and supportive learning and working environment.

2. Scope

2.1 The purpose of the Anti-Discrimination, Bullying, and Harassment Policy and Procedure at CAIT Hi-Ed applies to all members of the institution, including students, academic and professional staff, and consultants. It is designed to ensure that everyone within the CAIT Hi-Ed community is treated with dignity and respect, fostering an environment free from discrimination, bullying, and harassment. This policy applies to all activities and interactions conducted on campus, during online engagements, or at off-campus events affiliated with the institution.

3. Policy

3.1 The Anti-Discrimination, Bullying, and Harassment Policy and Procedure at CAIT Hi-Ed is committed to fostering a safe, inclusive, and respectful environment for all members of its community, including students, staff, faculty, and consultants. The policy prohibits any form of discrimination, bullying, or harassment and promotes equity, dignity, and mutual respect. It applies to all interactions within the institution, whether on-campus, online, or at affiliated events, ensuring compliance with legal standards and ethical values. Clear procedures are in place for reporting, addressing, and preventing such behaviours, reinforcing CAIT Hi-Ed's dedication to maintaining a positive and supportive learning and working environment.

4. Principles

4.1 Promote a culture of respect, dignity, and inclusivity for all individuals within the institution.

4.2 Ensure equal opportunities and treatment regardless of race, gender, age, disability, religion, sexual orientation, or other protected attributes.

4.3 Adopt a zero-tolerance approach to discrimination, bullying, and harassment in all forms.

4.4 Foster a safe, supportive, and welcoming environment for learning and work.

4.5 Hold all members of the institution, including students, staff, and visitors, accountable for their actions and behaviour.

4.6 Adhere to relevant laws, regulations, and ethical standards concerning discrimination, bullying, and harassment.

4.7 Provide training and resources to raise awareness and prevent discrimination, bullying, and harassment.

4.8 Maintain confidentiality in reporting and investigating incidents to protect the privacy of individuals involved.

4.9 Ensure transparent, impartial, and timely processes for reporting, investigating, and resolving complaints.

4.10 Regularly review and update policies to reflect changes in legislation, best practices, and community needs.

5. Circumstances considered Discrimination, Bullying and Harassment

5.1 Discrimination

Discrimination may include but not limited to the following:

- 5.1.1 Denying someone a job, promotion, or service due to race, gender, age, disability, or other protected attributes.
- 5.1.2 Excluding someone from educational opportunities or events because of their religion, sexual orientation, or cultural background.
- 5.1.3 Imposing policies or practices that disadvantage individuals from certain groups.

5.2 Bullying

Bullying may include but not limited to the following:

- 5.2.1 Verbal abuse, such as yelling, insults, or belittling comments.
- 5.2.2 Social exclusion, isolation, or spreading rumours.
- 5.2.3 Threatening or undermining someone's work, reputation, or confidence.
- 5.2.4 Setting unrealistic goals or deadlines intended to cause failure.

5.3 Harassment

Harassment may include but not limited to the following:

- 5.3.1 Unwanted advances, inappropriate touching, suggestive comments, or sharing explicit materials.
- 5.3.2 Making derogatory remarks, jokes, or gestures based on race or ethnicity.
- 5.3.3 Acts of threats, or aggression.
- 5.3.4 Sending threatening, abusive, or discriminatory messages via email, social media, or other platforms.

6. Procedure

6.1 Reporting the Incident

- 6.1.1 Reports can be made through formal complaint forms, verbal accounts to officers, or anonymous submissions (though the latter may limit investigation options).
- 6.1.2 Complainants will be asked to provide key details, including the nature of the incident, involved parties, context, and any supporting evidence (e.g., emails or witness statements).
- 6.1.3 Reports shall be submitted to Manager of Human Resources. An online reporting platform or email option may also be available for convenience.
- 6.1.4 All reports will be treated confidentially, shared only as needed to resolve the issue. In serious cases, relevant authorities may be involved.
- 6.1.5 Complaints will be acknowledged promptly, and the complainant will receive guidance on next steps, timelines, and available support services such as counselling.

6.2 Initial Response

- 6.2.1 The Manager of Human Resources will acknowledge receipt of the report within 5 business days and assure the complainant that it will be handled confidentially and fairly.
- 6.2.2 A meeting will be arranged to hear the complainant's account, provide reassurance, and offer access to support services like counselling or advisors.
- 6.2.3 The officer will assess any immediate risks to safety and, if necessary, take urgent steps such as separating the involved parties or involving authorities.

- 6.2.4** The complainant will be informed of their rights, the process, timelines, and resolution options (e.g., informal resolution or formal investigation). The respondent also has basic rights to be informed about the nature compliant about her or his part in the process of investigation including the information about the preliminary assessment and future steps.
- 6.2.5** The complaint will be recorded securely, including the incident details and any immediate actions taken.
- 6.2.6** The complainant will receive regular updates and ongoing support to ensure they feel informed and respected throughout the process.

6.3 Preliminary Assessment

- 6.3.1** When a report is submitted, Human Resources will conduct a preliminary assessment to determine the validity and seriousness of the complaint.
- 6.3.2** Human Resources will review the details, evidence, and context to evaluate whether the report falls under the institution's policies on discrimination, bullying, and harassment.
- 6.3.3** If the report is deemed valid, Human Resources will decide whether informal resolution or a formal investigation is appropriate, depending on the severity of the incident.
- 6.3.4** If the complaint does not meet the criteria, the complainant will be informed, and alternative support or referrals will be provided if necessary.

6.4 Investigation

- 6.4.1** If a formal investigation is deemed necessary, CAIT Hi-Ed will appoint a trained investigator to handle the case impartially and confidentially. The investigation will involve gathering evidence, interviewing the complainant, respondent, and witnesses, and reviewing any relevant documents or materials.
- 6.4.2** The investigator will ensure all parties have the opportunity to present their accounts and evidence. A thorough analysis of the facts will be conducted to determine whether the reported behaviour breaches CAIT Hi-Ed's policies.
- 6.4.3** Once completed, a report with findings and recommendations will be submitted to the CEO or his delegate, who will decide on actions or resolutions. Throughout the process, all parties will be kept informed while maintaining confidentiality and fairness.

6.5 Resolution

- 6.5.1** Following the investigation, Human Resources will take appropriate actions to resolve the matter in alignment with its policies. Resolutions will vary based on the severity and nature of the incident. If the investigation confirms a breach of policy, disciplinary actions could include warnings, suspension, termination of employment or enrolment, or other corrective measures.
- 6.5.2** In less severe cases, resolutions may involve mediation or facilitated discussions between the involved parties to restore a respectful working or learning environment. Additionally, the institution will implement preventative measures, such as training sessions, policy awareness programs, or workplace adjustments, to reduce the risk of recurrence.
- 6.5.3** The outcome of the resolution process will be communicated to all parties involved, ensuring confidentiality and fairness. Support services, including counselling or advisory assistance, will also be made available to help the affected individuals recover and move forward. CAIT Hi-Ed will remain committed to fostering a safe, inclusive, and respectful community.
- 6.5.4** CAIT Hi-Ed will also utilise external and independent entities such as the Resolutions Institute to assist both parties to reach a resolution.

6.6 Communication of Outcome

- 6.6.1** Once a resolution is reached, Human Resources will communicate the outcome to all relevant parties in a clear, timely, and confidential manner. The complainant will be informed whether the allegations were substantiated and, where appropriate, any actions taken to address the issue. However, detailed information about disciplinary actions involving the respondent may not be shared to protect privacy.
- 6.6.2** The communication will include the steps taken to ensure a safe environment moving forward, such as additional support, mediation, or training programs. Both the complainant and respondent will be advised of their right to seek a review or appeal if dissatisfied with the resolution.

6.7 Support Services

- 6.7.1** Human Resources will provide a range of support services to individuals involved in incidents of discrimination, bullying, or harassment. Complainants, respondents, and witnesses will have access to counselling services, where trained professionals will offer emotional support and guidance.
- 6.7.2** Human Resources will assist individuals in understanding their rights, the reporting process, and available resources. Support groups or peer networks may be available for additional assistance.
- 6.7.3** For individuals impacted by the incident, adjustments such as flexible work or study arrangements will be offered to ensure a safe and comfortable environment. These services will be provided impartially and confidentially, ensuring the well-being of all parties involved throughout the resolution process.

6.8 Appeals Process

- 6.8.1** If any party involved in a discrimination, bullying, or harassment case is dissatisfied with the outcome, they will have the right to appeal the decision. The appeal must be submitted within a specified time frame after the resolution has been communicated, typically within 10 business days.
- 6.8.2** The appeal will be reviewed by an independent panel which could include CEO, Academic Dean and some other senior officers who were not involved in the original investigation. The panel will assess whether the decision was fair, whether all relevant information was considered, and whether the appropriate procedures were followed.
- 6.8.3** During the appeal process, additional evidence may be presented, and all parties will have the opportunity to make their case. Following the review, the panel will make a final decision, which could uphold, modify, or overturn the original resolution.
- 6.8.4** The outcome of the appeal will be communicated to all parties involved, and the decision will be final. The appeal process will ensure fairness and transparency, providing an opportunity for reconsideration and ensuring that CAIT Hi-Ed maintains a just and accountable environment.

6.9 Record Keeping

- 6.9.1** CAIT Hi-Ed will maintain detailed and confidential records of all reported incidents of discrimination, bullying, and harassment. These records will include the nature of the complaint, the individuals involved, any evidence submitted, details of the investigation process, and the outcome or resolution.
- 6.9.2** All records will be securely stored in compliance with relevant privacy laws and institutional policies, ensuring that only authorized personnel have access. The records will be retained for a specified period, typically for several years, to ensure transparency and accountability, and to track any patterns of behaviour that may require further action.
- 6.9.3** These records will not be shared publicly and will be used solely for the purpose of resolving the issue, improving institutional policies, and supporting future prevention efforts. CAIT Hi-Ed will

prioritize confidentiality while ensuring that documentation supports the integrity and fairness of the process.

6.10 Prevention and Education

- 6.10.1** CAIT Hi-Ed will proactively work to prevent discrimination, bullying, and harassment by implementing comprehensive education and training programs for all members of the Institution. These programs will raise awareness of what constitutes inappropriate behaviour, the importance of respect and inclusivity, and the resources available for support and reporting.
- 6.10.2** Regular workshops, seminars, and online training modules will be offered to students, staff, and faculty, focusing on understanding diversity, promoting respectful communication, and addressing unconscious biases. CAIT Hi-Ed will also integrate anti-discrimination and anti-harassment principles into orientation sessions for new members of the community.
- 6.10.3** Additionally, the institution will periodically review and update policies to ensure they align with best practices and legal requirements. These efforts will help create a positive and supportive environment, ensuring that all members of CAIT Hi-Ed are equipped with the knowledge and tools to prevent and address discrimination, bullying, and harassment.

7. Roles and Responsibilities

7.1 Leadership and Senior Management

- 7.1.1** Senior leaders will set the tone for a respectful and inclusive environment by championing anti-discrimination policies and ensuring resources are allocated for training and support.
- 7.1.2** They will oversee the implementation of the institution's policies, ensuring that they are enforced consistently across the organisation.

7.2 Human Resources and Student Services

- 7.2.1** HR will be responsible for managing reports of discrimination, bullying, and harassment, providing guidance to complainants, and ensuring that investigations are conducted in a fair and timely manner.
- 7.2.2** They will maintain confidentiality, ensure due process, and support the well-being of those involved.
- 7.2.3** Support services, will provide emotional and psychological support to individuals affected by discrimination, bullying, or harassment.
- 7.2.4** They will assist in helping individuals process their experiences and guide them through the reporting and resolution process.

7.3 Supervisors, Managers, and Faculty

- 7.3.1** Supervisors, managers, and faculty will be expected to model appropriate behaviour and respond promptly to any reports of discrimination, bullying, or harassment.
- 7.3.2** They will act as initial points of contact for individuals who report incidents, ensuring that the issue is addressed or escalated as needed.

7.4 All Institution Members

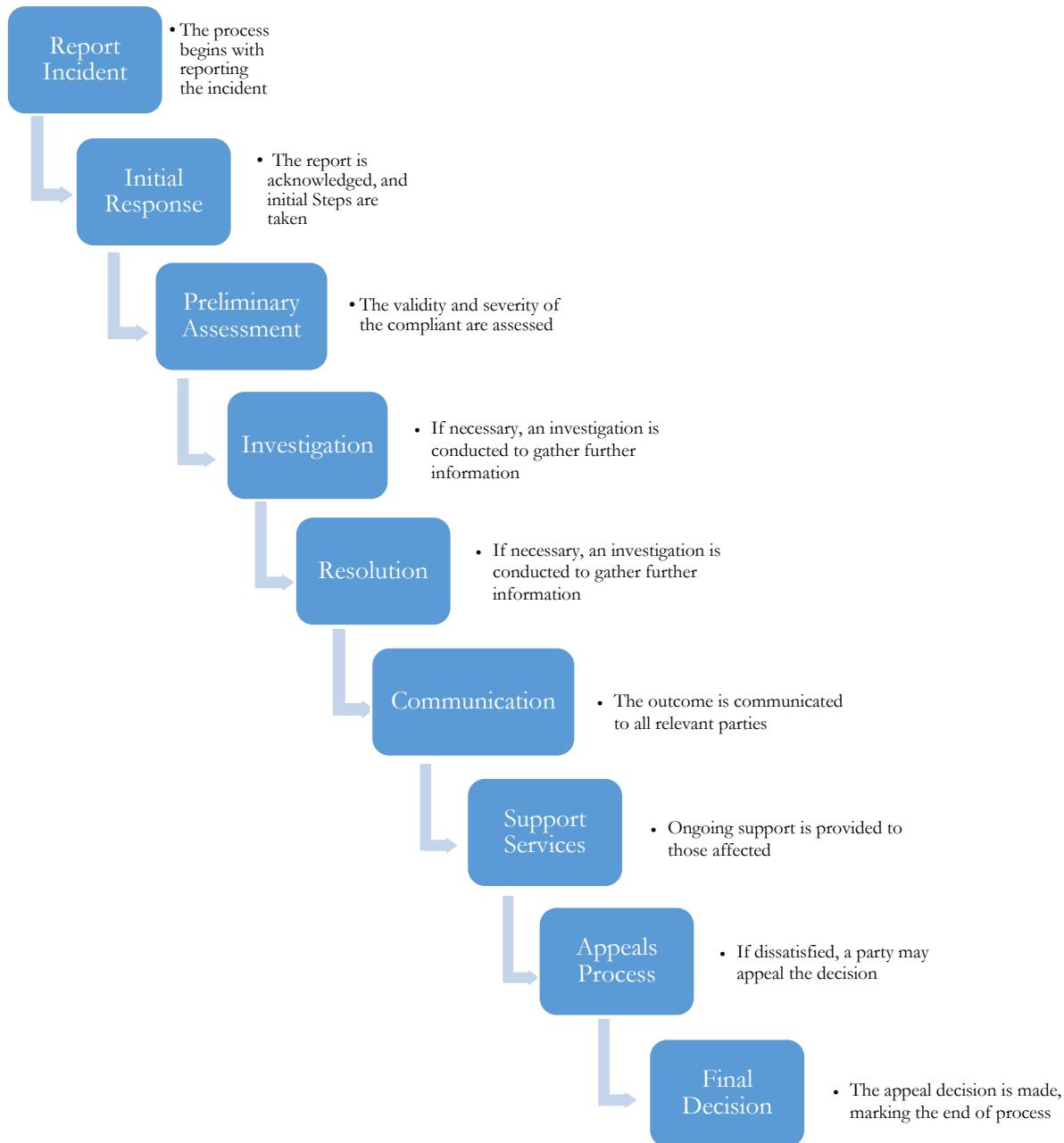
- 7.4.1** Every individual at CAIT Hi-Ed will be responsible for adhering to the institution's policies and respecting the rights and dignity of others.
- 7.4.2** They will be expected to report any instances of discrimination, bullying, or harassment they witness or experience and engage in training to foster a respectful environment.

8. Authority and Compliance

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| File Number | HEP80 |
| Status | Current |
| Approval Authority | Governance Board. |
| Legislative Compliance | <ul style="list-style-type: none"> • Equal Opportunity Act 2010 • Disability Discrimination Act 1992 (Cth) • Sex Discrimination Act 1984 (Cth) • Racial Discrimination Act 1975 (Cth) • Fair Work Act 2009 (Cth) • Work Health and Safety Act 2011 (Cth) • Australian Human Rights Commission Act 1986 (Cth) • Privacy Act 1988 (Cth) |
| Supporting Documents | <ul style="list-style-type: none"> • Compliant Form/Reporting Template • Confidentiality Agreement • Investigation Report Template • Outcome Notification Letter Template • Appeals Submission Form • Support Services Referral Form • Consent to Disclose Information Form |
| Related Documents | <ul style="list-style-type: none"> • CAIT Hi-Ed Student Code of Conduct Policy and Procedure • CAIT Hi-Ed Grievance and Appeals Policy and Procedure • CAIT Hi-Ed Privacy Policy and Procedure • CAIT Hi-Ed Student Health, Safety and Welfare Policy and Procedure • CAIT Hi-Ed Social Media Policy and Procedure • CAIT Hi-Ed Disability Support Policy and Procedure • CAIT Hi-Ed Diversity, Equity and Inclusion Policy and Procedure • CAIT Hi-Ed Staff Code of Conduct |
| Higher Education Standards Framework (Threshold Standards) 2021 | <ul style="list-style-type: none"> • Standard 2.2; ss 1 & 3 • Standard 3.2; ss 1 • Standard 3.3; ss 1 • Standard 5.1; ss 3 • Standard 6.1; ss 2 • Standard 7.1; ss 3 • Standard 8.1; ss 3 • Standard 8.2; ss 1 |

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| | <ul style="list-style-type: none"> • Standard 9.2; ss 1 • Standard 10.2; ss 1 |
| Education Services for Overseas Students (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018 | <ul style="list-style-type: none"> • Standard 6; ss 1 - 2 • Standard 8; ss 1 • Standard 10; ss 1 - 2 • Standard 11; ss 1 |
| Responsible Officer | HR Manager |
| Responsible Executive | CEO. |
| Enquiries Contact | HR Manager |
| Effective Date | |
| Expiry Date | Not applicable |
| Next Review | 3 Years from the effective date |

Appendix 1: Flow Chart: Anti-Discrimination, Bullying, and Harassment Procedure



9. Review Schedule

This policy will be reviewed by the Governance Board every three years.

| Version History | | | |
|------------------------|--------------------|----------------------|-----------------------|
| Version No | Approved by | Approval Date | Revision Notes |
| 1.0 | Governance Board | 1/8/2025 | |
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