



UPSKILLED

Upskilled Harassment and Discrimination Policy

Version 3

Latest update: 1 November 2019

www.upskilled.edu.au

Upskilled Pty Ltd

Call 1300 009 924

RTO 40374

info@upskilled.edu.au

ABN 14 125 906 676

Table of Contents

HARASSMENT AND DISCRIMINATION POLICY	2
1. Background	2
2. Definitions	2
3. Specific Principals.....	3
4. Further Information	4
5. Changes to This Policy	4

Harassment and Discrimination Policy

1. Background

Upskilled Pty Ltd ABN 14 125 906 676 (we, us, our) provides a range of Nationally Recognised Training (NRT) qualifications. These qualifications are also part of the Australian Qualification Framework, and are therefore recognised by all Australian employers, training organisations, and universities.

We are required under Australian law to ensure that we provide a workplace and learning environment that is free from all forms of harassment and discrimination (including victimisation and bullying) so that staff and Students feel valued, respected and are treated fairly.

We will ensure that all of our staff understand their roles and responsibilities in creating such a workplace, by a process of training, communication, mentoring and by example, and we will ensure all of our staff are aware of the processes and procedures for addressing any form of harassment or discrimination.

2. Definitions

- 2.1. 'Bullying' - is unwelcome and offensive behaviour that intimidates, humiliates and/or undermines a person or group. Bullying involves a persistent pattern of behaviour over a period of time and may include verbal abuse, physical assault, unjustified criticism, sarcasm, insult, spreading false or malicious rumours about someone, isolating or ignoring a person, putting people under unnecessary pressure with overwork or impossible deadlines, and sabotaging someone's work or their ability to do their job by not providing them with vital information and resources.
- 2.2. 'Confidentiality' - refers to information kept in trust and divulged only to those who need to know.
- 2.3. 'Discrimination' - is treating someone unfairly or unequally simply because they belong to a group or category of people. Equal opportunity laws prohibit discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, impairment, age or sexual orientation. Victimisation is also treated as another ground of discrimination.
- 2.4. 'Harassment' - is any unwelcome and uninvited comment or action that results in a person being intimidated, offended, humiliated or embarrassed. Equal opportunity laws prohibit harassment on the grounds of sex and race.
- 2.5. 'Personnel' - refers to all employees of Upskilled.
- 2.6. 'Racial Harassment' - occurs when a person is threatened, abused, insulted or taunted in relation to their race, descent or nationality, colour, language or ethnic origin, or a racial characteristic. It may include derogatory remarks, innuendo and slur, intolerance, mimicry or mockery, displays of material prejudicial to a particular race, racial jokes, allocating least favourable jobs or singling out for unfair treatment.

- 2.7. 'Sexual Harassment' - is any verbal or physical sexual conduct that is unwelcome and uninvited. It may include kissing, embracing, patting, pinching, touching, leering or gestures, questions about a person's private or sexual life, requests for sexual favours, smutty jokes, phone calls, emails, facsimiles or messages, offensive noises or displays of sexually graphic or suggestive material.
- 2.8. 'Victimisation' - includes any unfavourable treatment of a person as a result of their involvement in an equal opportunity complaint.
 - a. Unfavourable treatment could include:
 - (i) adverse changes to the work environment, and/or
 - (ii) denial of access to resources or work

3. Specific Principals

- 3.1. All staff and Students have a right to work in an environment free of any form of harassment and discrimination.
- 3.2. All reports of harassment and discrimination will be treated seriously, impartially and sensitively. Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited and unacceptable behaviour that will not be tolerated.
- 3.3. When management is informed of any harassment or discrimination it has the responsibility to take immediate and appropriate action to address it.
- 3.4. In dealing with all complaints, the rights of all individuals should be respected, and confidentiality maintained.
- 3.5. Whenever possible, all complaints should be resolved by a process of discussion, cooperation and conciliation. The aim is to achieve an acceptable outcome while minimising any potential damage to our organisation.
- 3.6. Both the person making the complaint, and the person against whom the complaint has been made, will receive information, support and assistance in resolving the issue
- 3.7. Victimisation is unacceptable and will not be tolerated. No person making a complaint, or assisting in the investigation of a complaint, should be victimised.
- 3.8. Harassment or discrimination should not be confused with legitimate comment and advice (including feedback) given appropriately by management or Trainers.
- 3.9. Staff and Students should not make any frivolous or malicious complaints. All staff and Students are expected to participate in the complaint resolution process in good faith.

4. Further Information

Please contact us if you experience any harassment or discrimination as a part of your experience with Upskilled, or if you have any queries, comments, suggestions or complaints.

Operations Officer

Upskilled Pty Ltd
 Suite 2, Level 4
 27 Christie Street
 St Leonards, NSW 2065
 Telephone: 1300 009 924

For online enquiries you can contact us [via email](#).

5. Changes to This Policy

We may amend this Policy from time to time. The current version will be posted on our website.

Document Name	Version	Approved	Policy Owner	Effective	Review
Harassment and Discrimination Policy	3	CEO	National RTO Manager	01.11.2019	30.10.2020
RTO	RTO 40734 Upskilled Pty. Ltd ABN 14 125 906 676				
Version History	V1 – Original Policy implemented 16.10.2017 V2 – Rebranding of Harassment and Discrimination Policy 17.09.2018 V3 – Significant changes to reflect current statutory requirements				