

## HARASSMENT, VICTIMISATION AND BULLYING POLICY

The Anti-Discrimination Board defines harassment as any type of behaviour that:

- The other person does not want and does not return.
- Offends, embarrasses, or scares them, and is either sexual or targets them because of their race, sex, pregnancy, marital status, carer's responsibilities, transgender, homosexuality, disability or age.

Commonwealth legislation refers to 'victimisation' as a situation where a person is threatened because they are making or proposing to make a complaint under the *Disability Discrimination Act 1992* or the *HREOC Act 1986*.

Harassment and victimisation often happen when people use power wrongly. Harassment, victimisation or bullying makes the workplace uncomfortable and unpleasant. All students and staff of Advance OHS have a right to be free from harassment. We recognise that learning, teaching and administration duties cannot be carried out if any person feels that anyone they have to work with is harassing them in any way.

**The harassment, victimisation and bullying policy is in place to protect students, prospective students and staff**

### Staff

All staff must do their best to prevent harassment, victimisation or bullying from happening within their area of responsibility. They should:

- Ensure that all staff understand and have ready access to the Harassment, Victimisation and Bullying Policy and know how to deal with harassment, victimisation or bullying if it happens to them.
- Be good role models and not engage in any behaviour that could be interpreted as harassment.
- Make it clear to those they supervise that harassing behaviour will not be tolerated.
- Ensure that the working environment is free of sexist, racist or any other type of stereotyping material, posters, and screensaver.
- Wherever possible, make sure that neither our processes nor environment make it easy for harassment, victimisation or bullying to happen.
- Follow up on any behaviour changes that could mean that harassment, victimisation or bullying is occurring or that anyone has an harassment grievance.
- Act immediately if witness to or privy to information about any harassment, victimisation or bullying by following the complaints procedure.

### Teachers and Staff

If you are a teacher/trainer at Advance OHS, you must not:

- Display material that is racist, sexist, sexually explicit, or anti-gay in any form – this means electronically (through computer-based activities or emails) or in videos or lesson plans and so on.

- Use verbal abuse or comments that put down, or stereotype people because of their race, sex, pregnancy, marital status, age disability or sexual preference.
- Have sexual or physical contact with any student. This includes slapping, pinching, kissing or touching (the top of the head included).

In all matters staff should endeavour to:

- Be a good role model
- Show respect all other people
- Be careful about anything that might be interpreted as sexual or stereotyping people because of the group they happen to belong to.
- Be careful of the words you use, the tone you use, and how you say things.
- Avoid sexual or stereotyping jokes.
- Avoid the use of sexual or stereotyping pictures, cartoons, verse – on paper, walls, boards, faxes or computers.
- Refrain from any type of touching.
- Refrain from standing too close to staff or students.
- Be aware of the paralinguistics of language and how they could be misinterpreted as being threatening, harassing or having sexual connotations.
- Refrain from teaching sexual language or showing films of a sexual nature

## Students

In all matters staff should endeavour to:

- Show respect to all other people.
- Be careful about anything that might be interpreted as sexual or stereotyping people because of the group they happen to belong to.
- Be careful of the words you use, the tone you use, and how you say things.
- Avoid sexual or stereotyping jokes.
- Avoid the use of sexual or stereotyping pictures, cartoons, verse – on paper, walls, boards, or computers.
- Refrain from any type of touching.
- Refrain from standing too close to staff or students.
- Be aware of how gestures and contact could be misinterpreted as being threatening, harassing or having sexual connotations.
- Refrain from using sexual or threatening language.

## Steps for dealing with harassment

- You can tell the harasser to stop. If you don't feel you can do this, or they don't stop, please use our complaints procedure so that it can be resolved.
- Help to prevent harassment by offering to support someone else if you think they are being harassed. Suggest they use the procedure to stop the harassment.
- Do not speak to any person you think is harassing another. This could constitute defamation and be spreading rumours. Follow correct procedure.

### **Further help can be obtained from:**

- The Anti-Discrimination Board of NSW, Level 17, 201 Elizabeth St. Sydney 2000, PH: 9268 5555
- The Human Rights and Equal Opportunity Commission Piccadilly Towers, 8/133 Castlereagh St. Sydney 2000, PH: 9284 9600

### **Policy Review**

This policy is to be reviewed every 3 years