

Australian College of Business Intelligence

Harassment, Victimization and Bullying Policy

Policy and Procedures Manual

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Issue History

DATE	REVISION DETAILS
01/06/18	Policy created based on changes on National Code 2018

1. Introduction

The Australian College of Business Intelligence is strongly committed against any conduct involving harassment, victimisation and bullying both within the workplace or in the student learning environment. All staff, students and trainers are entitled to an environment where this behaviour is contained and The College will take any necessary actions to prohibit such conduct from arising. This policy caters to any person that has felt that they have been harassed, victimised or bullied in any way and should notify ACBI as soon as the conduct has occurred.

2. Definitions

Definitions	
Bullying	When a person/s has behaved in an unreasonable manner repeatedly towards another person/s and has created a risk to health and safety
Corrective action	Action that fixes any non-conformity or unwanted behaviour in a situation
Harassment	Unacceptable behaviour that is unwanted or is intended to offend, embarrass or intimidate another person/s as a result of their race, sex, pregnancy, sexuality, marital status, responsibilities, disability and/or age This behaviour includes both sexual, physical and/or verbal conduct
Preventive action	Action that eliminates the cause of any non-conformity or unwanted behaviour in a situation
Victimisation	When a person is threatened due to their desire to make or propose to complain under the Disability Discrimination Act 1992 or the HREOC Act 1986

3. Policies

There are varying responsibilities and policies for different people within the Australian College of Business Intelligence and is indicated as below.

Policies and Responsibilities of Students
Within the student environment at ACBI, it is a requirement for students to act in an acceptable manner. This behaviour is outlined below: <ul style="list-style-type: none">• Act in a respectable manner to surrounding people• Be conscious of gestures and contact that would otherwise be interpreted as threatening, harassing or having sexual intentions

- Be conscious of joking or acting in a way that sexualises or stereotypes other people
- Be conscious of using words, tone or actions that may otherwise offend other people
- Refrain from any touching of other people
- Refrain from standing within an uncomfortably close distance to other people

Policies and Responsibilities of Workers

Within the workplace environment at ACBI, it is a requirement to act in an acceptable manner that does not:

- Hold any verbal abuse and/or statements that would otherwise diminish or stereotype other people as a result of their sex, race, pregnancy, marital status, age disability or sexuality
- Present any material that is considered to be sexist, discriminatory, sexually inappropriate or racist in any way
- Provoke inappropriate physical contact with other people such as slapping, pinching, kissing or touching

Simultaneous to this behaviour, workers are also responsible for:

- Act in a respectable manner to surrounding people
- Be conscious of anything that could be interpreted as sexualising or stereotyping people due to the group that they are in
- Be conscious of the paralinguistics of language and the ability for it to be misinterpreted as threatening, harassing or having sexual connotations
- Be conscious of using words, tone or actions that may otherwise offend other people
- Being a role model to other people
- Refrain from any touching of other people
- Refrain from showing or teaching anything with sexual language
- Refrain from standing within an uncomfortably close distance to other people

Policies and Responsibilities of Managers and Supervisors

Within the workplace, both managers and supervisors have the responsibility of using corrective and/or preventive action against harassment, victimisation and/or bullying from arising. They're responsibilities include the following:

- Required to inform staff and students that they have access to the Harassment, Victimisation and Bullying Policy and how to deal with situations that may arise
- Are role models too other workers and students and do not engage in behaviour that is classed as being harassing, victimising or bullying
- Provide a working and learning environment void from sexist, racist, discriminatory or stereotypical behaviour
- Prevent or correct any behaviour that equates to harassment, victimising or

- bullying
- Take immediate action once receiving a complaint in regards to these areas

4. Procedure for Dealing with Harassment, Victimization or Bullying

- Personal intervention** - in a situation in which you feel like you are being harassed, victimised or bullied, attempt to tell the person to stop. If you feel you are unable to do this by yourself or if the opposing person is unresponsive, do not hesitate to proceed to The College's complaints and grievance procedure.

Do not talk to the opposing person as it may be classed as defamation or may generate rumours that are unhelpful to the situation.

- Witness intervention** - in a situation where you are a witness of harassment, victimisation or bullying, you should offer support to them if you are comfortable to do so. If not, suggest to the person that is being harassed, victimised or bullied to access The College's complaints and grievances procedures.
- Workers experiencing bullying** - workers they are experiencing bullying within the workplace should apply to the Fair Work Commission <https://www.fwc.gov.au/> for an order to prevent any further bullying.

Fair Work Commission will commence to deal with the issue within 14 days

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