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## **CROMWELL COLLEGE**

### **ANTI DISCRIMINATION AND HARASSMENT POLICY**

#### **Our Commitment**

Cromwell College is committed to providing a safe and healthy workplace free from behaviours, practices or processes that may constitute discrimination, harassment, vilification, or victimisation

Cromwell College will treat reports of bullying seriously. We will respond promptly, impartially and confidentially.

This policy will be made available to all workers, including contractors, and students. New workers and students will be given a copy of this policy at their induction or orientation. Staff and supervisors will remind workers and students of the policy from time to time.

#### **Purpose**

The purpose of this policy is to

- (a) define what constitutes discrimination, bullying/harassment;
- (b) outline the use of the staff and student grievance resolution procedures, for the resolution of discrimination and harassment complaints.

#### **Scope**

Workers and students at Cromwell College are protected by this policy whether they feel bullied by a supervisor, another worker, another student, contractor or member of the public.

#### **Legal Basis**

Work Health and Safety Act 2011 (Qld)

Anti-Discrimination Act 1991 (Qld)



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## Expected Workplace Behaviours

Under work health and safety laws workers and residents at the College must take reasonable care that they do not adversely affect the health and safety of others.

Cromwell College expects people to:

- behave in a responsible and professional manner
- treat others at the College with courtesy and respect
- listen and respond appropriately to the views and concerns of others
- be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities, for example when dealing with students
- at work-related or student events, for example at work-related social functions or student functions
- on social media where workers and students interact with colleagues or students and their actions may affect them either directly or indirectly.

## What is harassment / bullying?

Workplace harassment/bullying is defined as *repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.*

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Harassment/bullying often involves a misuse of power and may occur between people of any gender. It can also occur between supervisor and staff, co-workers, students and between students and staff.

Harassment/bullying may be subtle or overt and includes, but is not limited to, the following forms of behaviour:

- Abusive and offensive language or shouting,
- Constant unreasonable criticism about work or academic performance, often about



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- petty or insignificant matters,
- Deliberate exclusion, isolation or alienation of a staff member or student,
  - Allocation of humiliating or demeaning tasks, or sabotaging a person's work,
  - Setting of impossible deadlines with unrealistic expectations of work,
  - Spreading gossip or false and malicious rumours with an intent to cause harm to a person,
  - Sarcasm or ridicule,
  - Threatening gestures or actual violence,
  - Inappropriate comments about personal appearance,
  - Electronic harassment such as through email, SMS,
  - Hazing or bastardisation (such as harmful or humiliating initiation rituals).

Except in the case of Sexual Harassment, a single incident of harassing type behaviour does not, of itself, constitute workplace harassment. Nevertheless, single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated at Cromwell College.

### **What is not workplace bullying?**

Reasonable management action taken by managers or supervisors to direct and control the way work is carried out is not considered to be workplace bullying if the action is taken in a reasonable and lawful way.

### **What can you do?**

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue either with your supervisor, RA, Deputy Principal or other manager within the organisation. If you are a member of the union you may also raise any issues with your delegate.

If you witness unreasonable behaviour you should bring the matter to the attention of your manager as a matter of urgency.



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## Resolving reports of harassment

1. Resolution of complaints of discrimination or harassment should take place through either the **Cromwell College Student Complaints** procedure or the **Cromwell College Staff Grievance Resolution** procedure as appropriate.
2. Cromwell College is committed to adopting good practice principles in the resolution of grievances that include, but are not limited to:
  - taking all allegations seriously and responding within a reasonable timeframe;
  - applying the principles of natural justice and procedural fairness when dealing with all parties to the complaint;
  - maintaining confidentiality for all parties to the complaint;
  - providing for early resolution and where possible, at the lowest organisational level;
  - ensuring people are not victimised for having made a complaint;
  - ensuring all parties are aware of the availability of free staff and student counselling;

If workplace bullying or unreasonable behaviour is reported or observed we will take the following steps:

1. The responsible supervisor or manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
2. If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
3. All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
4. There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.



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## **Consequences of breaching this policy**

Appropriate disciplinary action will be taken against a person who is found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- a verbal or written apology
- one or more parties agreeing to participate in counselling or training
- a verbal or written reprimand
- demotion or dismissal/expulsion of the person engaging in the bullying behaviour

## **If bullying has not been substantiated**

If the investigation finds bullying has not occurred or cannot be substantiated, Cromwell College may still take appropriate action to address any workplace issues leading to the report.