

ANTI – BULLYING & HARASSMENT POLICY

Approving authority	Governing Board
Purpose	To provide a fair and supportive environment free from all forms of bullying and harassment, that promotes personal respect and respect for others, as well as providing physical and emotional safety for all.
Responsible Officer	Vice President
Next scheduled review	September 2021
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Position Descriptions Anti-Bullying & Harassment procedure Anti-Discrimination policy and procedure Diversity and Equity policy and procedure

1. PRINCIPLES

Everyone has a right not to be bullied or harassed at work at the Institute. The Institute will take action if violence, harassment or bullying are happening on campus. Unlawful harassment may relate to any of the characteristics covered by Equal Opportunity Legislation. The Institute expects all staff members or students who experience bullying or harassment to report it.

It is important to note that it is irrelevant whether or not the inappropriate behaviour was intended.

In Victoria, co-staff can be named as sole respondents in cases of alleged sexual harassment. It is important to understand that it is the person subjected to the behaviour who determines whether the behaviour is welcome or unwelcome. The Institute recognises that comments and behaviour that do not offend one person may offend another. The Institute accepts that individuals may react differently and expects this right to be generally accepted. The Institute will refer serious matters of harassment and/or bullying to relevant authorities.

2. SCOPE

This Policy applies to all students and staff at the Institute.

3. DEFINITION

Bullying

Bullying is any repeated behaviour that is unreasonable and inappropriate directed toward a staff member, or a group of staff members, or student that creates a risk to health and safety. Examples of behaviour that could be bullying include, but are not limited to:

- excluding someone from workplace/learning activities;
- giving someone the majority of unpleasant tasks;
- verbal abuse;
- humiliating someone through sarcasm or insults;
- intimidation;
- initiation practices;
- sabotaging someone's work;
- "practical jokes".

Cyber Bullying

Cyberbullying is bullying that's done by means of technology - for example, using the internet or a mobile phone to hurt, harass or embarrass someone.

Harassment

Harassment is a type of discrimination and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or cause offence.

Harassment may be seen to have occurred if the behaviour makes the victim feel:

- offended and humiliated
- intimidated or frightened; or
- uncomfortable at work

It is also important to note that inappropriate personal behaviour outside the attributes listed above can lead to breaches of the organisation's duty of care provisions under Occupational Health and Safety Legislation, e.g., persistent bullying.

Sexual Harassment

Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours, directed at another person, or in the presence of another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

Sexual harassment has nothing to do with mutual attraction or private consenting friendships, whether sexual or otherwise. Examples of sexual harassment include:

- Persistent, unwelcome demands or even subtle pressures for sexual favours or outings
- Leering, patting, pinching, touching or unnecessary familiarity
- Offensive comments on physical appearance, dress or private life
- The public display of pornography
- Unwanted comments about a person's sexual activities.

4. POLICY

The Institute has a legal obligation to provide safe study and work environments for all students and staff, free from all forms of bullying (including cyberbullying) harassment, discrimination and victimisation.

All at the Institute have a responsibility to provide teaching and learning environments that are free from bullying (including cyber bullying) and harassment, and that encourages staff and students to develop attitudes and skills to ensure that everyone is equally valued and all are treated with respect.

When bullying is reported it will be seen as a serious matter and will be investigated in a timely manner. Allegations of bullying will be investigated in accordance with our procedures. Where necessary, a formal investigation will be undertaken and disciplinary action may result.

The Academic Dean and all staff members and students have a responsibility to comply with this policy and treat everyone who works with or studies with the Institute with dignity and respect.

It is the responsibility of the relevant manager to ensure that:

- professional standards of behaviour apply at all times;
- staff/students who wish to make enquiries or complaints are supported and assisted in a professional and fully informed manner;
- all complaints are treated impartially, confidentially, seriously and sympathetically;
- all parties are protected and given fair treatment throughout the process;
- appropriate action is taken whenever bullying or harassment has been substantiated;
- disciplinary action is taken against anyone found to have harassed another staff member.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meets the requirements of the HES Threshold Standards the policy will be:

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENTS

This policy was initially developed consistent with the Oxford College of Business policy of the same name and purpose.

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	June 2014	Initial issue	GB
2.0	September 2018	Internal Review	GB
Related legislation/ regulation/standard	HES Threshold Standards 2015- Standard 2		