



No Harassment and Discrimination Policy

Excelsia College is committed to maintaining a work and study environment which is free from discrimination and harassment for members of the College community. Staff and students are expected to respect the rights of others. The College is committed under the principles and requirements of the state and federal anti-discrimination laws to ensuring that any and all matters relating to harassment are dealt with speedily, sensitively, equitably, confidentially and according to proper processes.

Discrimination may be defined as means of treating someone unfairly because they happen to belong to a particular "group" of people. It is against the law to discriminate against people in the workplace, or treat them unfairly. Under the state and federal anti-discrimination laws no staff members may be treated unfairly or harassed because they belong to a particular group of people or has a particular characteristic, or is thought to have a particular characteristic. Also if they are treated less favourably in comparison to other people who do not belong to that group or have that characteristic. Within Excelsia College all staff must treat each other, and anyone who applies for a position, fairly.

Harassment, including sexual harassment is any uninvited, unwelcome behaviour involving verbal, written, visual or physical affront against another person. This includes, but is not limited to: written or visual, e.g. email, mobile phone text messages, verbal or physical intimidation, inappropriate jokes, inappropriate comments and touching and excluding or isolating staff from normal work.

The College, its Board and management recognise that employees cannot do a good job or be fully productive if they feel that anyone they have to work with (including customers, clients or visitors to the workplace) is harassing or discriminating against them in either a sexual way, or because of their sex, race, age, and so on. That is why the College, its Board and management will not support any type of harassment in anything to do with the work or workplace.

What the College, its Board and management will do about harassment and discrimination:

- Prevent harassment and/or discrimination ever happening in the workplace.
- Run regular induction and training programs about harassment and discrimination so that everyone knows what their rights and responsibilities are.
- Handle complaints about any harassment and/or discrimination problem, via the College's grievance procedure.
- Manage any harassment and/or discrimination complaint seriously, sympathetically, quickly, impartially (fairly) and confidentially.
- In the best possible way, ensure that staff or students are not victimised or hassled in any way for making a harassment and/or discrimination complaint.
- Taken action to make sure the harassment and/or discrimination stop.
- Discipline or even dismiss person or people who may have caused, been involved or lied about the harassment and/or discrimination.

Chief Executive
Dr. Gregory J Rough