

 <p>St Martin's College</p> <p>Building hope and faith</p>	<p>ANTI-DISCRIMINATION, HARASSMENT & BULLYING</p>
	<p>Date Approved by Board: 13th June 2014</p>

Policy

1. The basis of this policy is that all people are created in the image of God, are to be valued as individuals and are worthy of respect.
2. St Martin's College is committed to promoting and providing a work and living environment which is fair and free of discrimination, harassment and bullying.
3. St Martin's College is obliged to adhere to Diocesan Child protection policies and is committed to providing an environment that protects young people 18 years old and younger.
4. St Martin's is obliged to adhere to the CSU Policy and Guidelines on Harassment and Bullying.
<https://policy.csu.edu.au/view.current.php?id=00225>
<https://policy.csu.edu.au/view.current.php?id=00224>
5. Grievances or Complaints may be dealt with by Charles Sturt University's Complaints Procedures which may be viewed at <https://policy.csu.edu.au/view.current.php?id=00019>
6. The anti-discrimination policies and procedures of St Martin's College must be consistent with the following:

Anti-Discrimination Act, 1977 (NSW)

Racial Discrimination Act, 1975 (C'th)

Sex Discrimination Act, 1984 (C'th)

Human Rights and Equal Opportunity Commission Act, 1986 (C'th)

Disability Discrimination Act, 1992 (C'th)

Equal Opportunity for Women in the Workplace Act, 1999 (C'th)

Age Discrimination Act, 2004 (C'th)

Workplace Health and Safety Act, 2011

Workplace Relations Act 1996

CSU Policy & Guidelines on Prevention of Harassment and Bullying

CSU Grievance Resolution Policy and Procedure

Fair Work Act, 2009

Procedures

- All new staff and students are to be advised of the St Martin's Anti-Discrimination Policy.
- All staff and students have the right to be treated fairly by the college, by the college staff and by the college students. Thus it is the responsibility of both staff and students to behave in a manner which is in accordance with both the CSU and St Martin's Policies.
Full Policies and guidelines for Prevention of Harassment and Bullying at CSU and St Martin's College can be accessed on the CSU website:
<https://policy.csu.edu.au/view.current.php?id=00225>
<https://policy.csu.edu.au/view.current.php?id=00224>
No printed material of a discriminatory nature may be displayed within the College.
- Equal Opportunity principles should be practised in the employment of staff and in the selection of new students.
- It is the responsibility of the HOC and the Board to ensure that St Martin's College is an environment free from discrimination, harassment and bullying, as well as an equal opportunity and affirmative action environment.

Grievance Process

- Should any student, staff member or visitor have a complaint concerning harassment or discrimination the College will take the complaint seriously.
- Complaints may be lodged through the CSU complaints process <https://policy.csu.edu.au/view.current.php?id=00019>, through State and Federal Legal processes or with St Martin's College.
- Complaints must be lodged in writing with either the Head of College or the President of the St Martin's College Board.
- No anonymous complaints will be acted on.
- All complaints should be treated in a confidential and discreet manner.
- The person lodging the complaint should be given the opportunity to discuss the complaint with either the Head of College or the President of the Board and to express what they would feel an appropriate response to their complaint.
- The Head of College has the responsibility to identify, prevent and address problems in the College, and to handle and resolve any type of grievance expeditiously, without prejudice or victimisation.
- The Board is responsible for the appointment of a Grievance/Discipline Committee. The Committee should consist of two College Board Members, who have a background that would assist in hearing and acting on grievances, and the Head of College. Should the complaint be directed at the HOC an alternative Board member should be appointed to the committee.
- Should the complaint be of a nature that requires disciplinary action the complaint is to be referred to the College Grievance Committee. The role of this committee is to determine an appropriate and just resolution to the complaint. This may involve counselling, fines, suspension or removal of a student from the college.
- Should the complaint be of a breach of state or federal law the complainant should be referred to the appropriate organising body and not be dealt with internally.