



Pol-015 Anti-Discrimination and Sexual harassment Policy and Procedure

Purpose of Policy

Canberra Valley Institute to ensure that the Anti-Discrimination Acts of the State Government and Discrimination Acts of the Federal Government are adhered to. These acts include but are not limited to:

- the Federal Government Racial Discrimination,
- Human Rights and Equal Employment Opportunity (EEO)
- and Sex Discrimination Acts.

Scope

This policy applies to:

- Canberra Valley Institute Campuses
- Students
- Management Team-members

Responsibilities

- CEO

Policy Statement:

Canberra Valley Institute is an equal opportunity employer. All appointments are made on their merits, without regard to race, age, sex, marital status, or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, their ability, and their enthusiasm to maintain organizational standards or service.

The organization does not tolerate any form of discrimination or violation. All people on site (including visitors) have the right to an environment free of discrimination, vilification, and harassment.

Sexual Harassment

The policy of Canberra Valley Institute is that sexual harassment is an unacceptable form of behavior, which will not be tolerated under any circumstances. We believe that all persons on site (including visitors) have the right to an environment free of intimidation and sexual harassment. Sexual harassment may cause the loss of trained and talented employees and damage staff morale and productivity.

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| Document Name: | Pol-015 Anti-Discrimination and Sexual harassment Policy and Procedure | Created Date: | 15/06/2023 |
| Document No: | Version No: 3.0 Jan 2025 | Last Modified Date: | 10/01/2025 |
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Vilification

Vilification based on race or religion is simply a public act of hatred – and it's against the law. It can include things such as graffiti in churches or other public places, speeches, abuse, remarks in the media or on internet sites, gestures, posters, or stickers. For these sorts of things to be considered vilification, they need to be public and invite people to hate others because of their race or religion.

All Canberra Valley Institute employees must ensure that all people on site (including visitors) are treated equitably and are not subject to violation or harassment. They must also ensure that people who make complaints or act as witnesses are not victimized in any way.

What to do if you are discriminated against or Sexually Harassed?

You have the right to feel safe and to have the full opportunity to achieve your potential in your study. Don't let harassment interfere with your life. If you are being harassed, seek help immediately.

There are several options. Choose the course of action you feel most comfortable with. Do not ignore discrimination or sexual harassment, thinking it will go away – often discrimination just gets worse, and silence may give the impression that discrimination or sexual harassment is

You may:

- Tell the person they are making you uncomfortable and ask them to stop.
 - Make a complaint to one of the staff from Canberra Valley Institute Or
 - Make a complaint under Anti-Discrimination Legislation to Victorian Equal Opportunity and Human Rights Commission <https://www.humanrights.gov.au/complaints/make-complaint>
- If you have any questions about this or need help completing this form, please contact our National Information Service on 1300 656 419 or 02 9284 9600

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Development & Approval Information

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| Policy Author: | Feiya Dai |
| Policy Owner: | CEO |
| Approval Body: | CEO |
| Policy Status: | <input type="checkbox"/> New Draft <input type="checkbox"/> Updated Draft <input checked="" type="checkbox"/> Current |
| Key Stakeholders: | CEO |
| Date Approved: | January 2025 |
| Approved by: | CEO |
| Date of next review: | April 2025 |

| Version History | | |
|-----------------|------------|-----------------|
| Version | Date | Details |
| 1.0 | 15/06/2023 | Original Draft |
| 2.0 | 15/06/2024 | Updated |
| 3.0 | 10/01/2025 | Approved by CEO |

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