

<b>Name of Policy</b>	<b>Discrimination, Bullying and Harassment Prevention Policy</b>
<b>Description of Policy</b>	This policy describes 4GR Pty.Ltd commitment to providing a working and learning environment free from Discrimination, Bullying and Harassment
<b>Policy Status</b>	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of existing policy

<b>Policy written by</b>	Beth Evans
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<b>Policy Reviewed by</b>	Carolyn Kurzyniec
<b>Approval date</b>	January 2020
<b>Approved by</b>	Gillian Baldwin
<b>Date of next policy review*</b>	July 2021

\* Unless otherwise indicated, this policy will still apply beyond the review date.

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## **Policy Purpose**

This policy outlines the rights and responsibilities of 4GR Pty. Ltd. and commitment to providing a working and learning environment which is free from discrimination, bullying and harassment and is diverse, equitable, inclusive and safe.

## **Scope of Policy**

This policy covers applies to the staff, students, contractors, visitors and all stakeholders engaged in 4GR Pty.Ltd activities.

## **Policy Statement**

4GR Pty. Ltd supports the principles of justice and equity. 4GR Pty.Ltd aims to foster an environment that generates considerate relationships among all members of the 4GR community based on dignity and respect for the individual.

As a service provider and an employer, 4GR Pty.Ltd aims to develop structures and practices that are free from unlawful, direct and indirect discrimination and all forms of bullying and unlawful harassment.

## **Relevant Legislation**

Age Discrimination Act 2004 (Cth)  
The Racial Discrimination Act 1975 (Cth)  
The Human Rights and Equal Opportunity Commission Act 1986 (Cth)  
The Disability Discrimination Act 1992 (Cth)  
The Racial Hatred Act 1995 (Cth)  
Sex Discrimination Amendment Act 2013 (Cth)  
Fair Work Amendment Act 2018 (Cth)  
Privacy Act 1998 (Cth)  
Privacy & Data Protection Act 2014 (Vic)  
Disability Act 2006 (Victoria)  
The Equal Opportunity Act 2010 (Victoria)  
The Racial and Religious Tolerance Act 2001 (Victoria)  
Workplace Gender Equality Act 2012 (Cth)  
The Racial & Religious Tolerance Amendment Bill 2019 (Vic)



## **Discrimination, Bullying and Harassment Prevention Policy**

### **1. Commitment**

1.1 4GR Pty.Ltd is committed to providing a working and learning environment free from unlawful discrimination, bullying and harassment.

### **2. Objectives**

2.1 To fulfil this commitment 4GR Pty.Ltd will:

- Ensure members of the 4GR community create a fair, inclusive and safe environment, where diversity is valued and unlawful discrimination, bullying and harassment in any form are considered unacceptable
- Ensure that its structures and practices are free from unlawful discrimination, both direct and indirect
- Ensure members of the 4GR community behave in a reasonable and respectful way and refrain from, and actively prevent any unlawful discrimination, bullying and/or harassment
- Encourage all members of the 4GR community who feel they have experienced unlawful discrimination, bullying and harassment to raise their concerns to Management
- Assist anyone who is affected by unlawful discrimination, bullying and harassment and take all reasonable steps to protect them from further incidents
- Provide staff and students with information about unlawful discrimination, discriminatory harassment, sexual harassment, victimisation and bullying.
- Act promptly if an incident of unlawful discrimination, bullying and harassment is identified
- Will not tolerate the victimisation of a person for raising or being associated with a matter of unlawful discrimination, bullying or harassment
- Ensure that its policies, procedures, official documentation and publications accord with equal opportunity and occupational health and safety principles.
- Support and assist all 4GR Pty.Ltd staff to exercise their leadership and authority to ensure a supportive, flexible, safe and diverse work and learning environment.

### **3. Types of Discrimination, Bullying & Harassment**

3.1 Discrimination can be direct and can occur by specific exclusion or adverse treatment based on a person's personal characteristics, such as their gender, race, colour, ethnic or ethno-religious background, descent or national identity; age; sexual orientation etc.

3.2 Discrimination can also be indirect, and can occur when a requirement or condition is imposed on everyone equally, but persons of a particular group which would have difficulty complying with the requirement because of their personal characteristics

3.3 Sexual harassment is unwelcome behaviour of a sexual nature including suggestive comments or jokes, unwanted staring or touching, intrusive questions about a person's private life, repeated requests for dates or sex. Behaviour that is based on mutual attraction, friendship and respect, or where interactions are consensual, welcome and reciprocated it is not sexual harassment

3.4 Some forms of discrimination, harassment and bullying can also constitute criminal offences, including:

- Physically assaulting a person, including sexual assault;
- Stalking; and
- Obscene communications including through emails, phone calls etc.

## 4. Training Requirements

3.1 All 4GR Pty.Ltd staff are required to successfully complete the 4GR Code of Conduct course. Staff must complete the course within their probationary period or within their first six months of employment if their probation period exceeds six months.

3.2 In addition, all staff are required to successfully complete 4GR Code of Conduct refresher course every 24 months.

3.3 4GR staff are aware of all mandatory compliance training that they are required to complete

## Related Documents

- Discrimination, Bullying and Harassment Prevention Procedure
- EEO Policy
- Recruitment and Selection Policy
- Diversity, Equity and Inclusion Policy
- Code of Conduct Handbook
- Mandatory compliance training policy
- Staff induction checklist
- Complaints Policy
- Complaints Procedure
- Staff Complaints procedure
- Complaint handling Guidelines for Providers – NDIS
- Complaints Management Resolution Guidance – NDIS
- Complaints Form
- How to give feedback or make a complaint fact sheet

## **Review**

From time to time 4GR may make changes to this Policy and any related policies and documents to improve the effectiveness of its operation.

## **Further Assistance**

Any staff member who requires assistance with this Policy and Guidelines should speak to one or both of the Directors of 4GR or the Manager, Victoria.