



Document ID:	HRM 7.2.3 – Harassment and Bullying
Responsibility:	Principal
Version:	4.0

Issue date: 21/08/08

POLICY TITLE: HARASSMENT AND BULLYING POLICY

AMENDMENT HISTORY:

Issue Date:	Summary of Changes
12/01/06	Separation of reference materials, forms and adjustment to policy and procedure to improve accuracy. Link to Nonacademic Student Misconduct Policy
23/02/06	Initial Implementation
02/01/08	Inclusion of ACN 0.15.3 Workplace Violence REFERENCE doc; Change of title "MD" to "CD&P"
21/08/08	Change of logo to Navitas branded logo and responsibility from CD&P to Principal, and removal of REF ACN0.1.5 Workplace Violence



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PURPOSE:

This policy specifically identifies behaviour which is unacceptable and contrary to the ACN Code of Conduct (HRM 7.2.1). The policy identifies consequences to infractions of the policy and means by which inappropriate behaviours can be addressed by management or respondents.

SCOPE:

This policy applies to all staff employed or contracted by ACN, and to students enrolled at ACN.

DEFINITIONS

What is harassment?

- Harassment is any behaviour that a person does not like or does not want to happen.
- Harassment happens because of a person's sex, race, age, marital status, disability, carers' responsibility, homosexuality or transgender (transsexuality).
- Harassment offends, upsets, humiliates or scares another person.
- Harassment is not always intended – acts or behaviour which are funny or don't mean much to one person may hurt or offend another.
- An environment without harassment is one where people respect and tolerate the rights and differences of others.
- Harassment often happens when power (for example, power of position or of culture) is used wrongly.
- Most types of harassment are against State and Federal anti-discrimination law and may also be an offence under the Crimes Act

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What is bullying?

- Bullying is behaviour that intimidates, degrades or humiliates another.
- It may occur on an individual basis or in front of others.
- This treatment is considered to be unreasonable and inappropriate.
- Bullying can take place between students; staff member(s) and student(s); student(s) and another person.
- Bullying is not about occasional differences of opinion, conflicts and problems in study relationships. These differences are part of normal life and every conflict certainly does not constitute bullying.
- Bullying can be verbal, nonverbal, physical, or use electronic means.

POLICY

It is ACN policy that all students should study in a safe and supportive environment, where differences are respected. Everyone must be able to study in an environment free from harassment and bullying. All students have the right to study in an environment free of bullying. They also have a responsibility to ensure they do not bully others.

It is ACN policy that:

- Harassment and bullying will not be tolerated under any circumstances.
- Any student can complain about harassment or bullying to their teacher and/or ACN administrative staff.
- Harassment and bullying complaints will be treated seriously, sympathetically, quickly and privately.
- Complaints will be investigated fairly and impartially.
- ACN will take all reasonable steps to ensure that harassment and bullying does not re-occur.
- All reasonable care will be taken to ensure that complainants and witnesses will be protected in ACN for making a complaint.
- Every effort will be made to ensure that complainants are resolved at the lowest level possible in the first instance.



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- A complainant's wishes and preferences will be incorporated into ACN's response to any complaints about bullying or harassment. The collective or public good and order will also be a consideration in any formal response by ACN to a complaint.

A guide (REFERENCE HRM 7.2.3 R1 - What to Do If You Are Harassed or Bullied) is available to provide guidance to staff and student in taking appropriate actions to manage the incident or the consequences of the incident.

Should incident of harassment and bullying were to occur, a misconduct is deemed to have been committed. Such incident will be addressed by the General Misconduct policy (HRM 7.2.2).

REFERENCES:

Policy Number:	Policy Title
HRM 7.2.1	Code of Conduct
HRM 7.2.2	General Misconduct
REFERENCE HRM 7.2.3 R1	What to Do If You Are Harassed or Bullied