

Discrimination & Harassment Policy and Procedure

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| Established Date | January 2022 |
| Risk Assessment Rating | High |
| Review Dates | August 2024, February 2025 |

Policy Statement

Cavalli College's policy is to take all reasonable steps practicable to prevent harassment and discrimination and to act promptly and fairly on any complaints received.

Cavalli College further supports its staff in cases where the staff member has reported domestic violence. Cavalli College is required to get involved if it suspects someone is a victim of domestic violence.

Procedure

If a staff member or learner:

- Has a question regarding harassment or discrimination.
- Wishes to lodge a complaint about harassment or discrimination.
- Lodges a case of domestic violence.

Then the staff member or learner shall immediately inform the Board of Directors. Cavalli College shall provide guidance and ensure the staff member or learner is safe and will address their complaint or case promptly, consistently and fairly.

In cases of domestic violence, Cavalli College will ensure the police have been notified. The staff member or learner may be eligible for leave.

Rationale

Staff and learners of Cavalli College have the right to operate in a safe environment free from harassment and discrimination or domestic violence as defined in legislation.

Definitions

Discrimination occurs when someone is treated unfairly, or less fairly than another person in the same or similar circumstances.

Harassment is any unwanted comment, conduct or gesture directed toward an individual or a group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive, and is either repeated or an isolated incident which is so significant that it adversely affects someone's performance, contribution or work environment.

Sexual Harassment is repeated behaviour of an unwelcome and offensive nature which is sexual; and adversely impacts on the recipient.

Domestic violence may be physical, sexual or psychological and signs of domestic violence are controlling behaviour, intimidation, threats, physical or sexual violence, jealousy and stalking.

Scope

All staff and learners during and after their employment and/or study at Cavalli College