

**DISCRIMINATION, HARASSMENT, BULLYING AND VILIFICATION
 POLICY AND PROCEDURE**

<p>Who is responsible</p>	<p>The director/senior trainer and training coordinator/compliance officer are responsible for implementing this policy and ensuring that all complaints of discrimination, harassment, bullying or vilification are addressed promptly and fairly. All staff must uphold Asbestos & You’s commitment to a safe, inclusive, and respectful environment.</p>
<p>When</p>	<p>This policy applies to all students, staff, contractors, and visitors at Asbestos & You. It covers all forms of discrimination, harassment, bullying and vilification, whether at our training facility, online, or in any training and assessing-related activity.</p>
<p>Definitions</p>	<p><i>Discrimination:</i> Any unjust or prejudicial treatment of individuals based on race, gender, age, disability, religion, sexual orientation, or ethnicity.</p> <p><i>Harassment</i> is unwelcome behaviour that makes a person feel intimidated, offended, or humiliated. It can include sexual harassment, verbal abuse, or other unwelcome conduct.</p> <p><i>Bullying:</i> Repeated and unreasonable behaviour directed at an individual or group that creates a risk to their health, safety, or well-being. Bullying can be physical, verbal, or psychological.</p> <p><i>Vilification:</i> Public behaviour that incites hatred, serious contempt, or severe ridicule of a person or group because of a protected attribute such as race, religion, ethnicity, nationality, gender identity, or sexual orientation.</p> <p>Vilification may include:</p> <ul style="list-style-type: none"> • hate speech • derogatory comments or stereotypes • threats or intimidation • offensive symbols or images • online harassment or abuse <p>Vilification may also include religious vilification, such as antisemitism, Islamophobia, or other hostility toward people based on religion or cultural identity.</p>
<p>Policy</p>	<p>Asbestos & You is committed to maintaining a learning and working environment free from discrimination, harassment, bullying and vilification. Asbestos & You defines the behaviours that constitute these actions and provides clear procedures for addressing and resolving complaints or incidents. Asbestos & You does not tolerate behaviour that demeans, intimidates, threatens or incites hostility toward any person or group. The policy ensures that all complaints are handled confidentially, fairly, and promptly.</p>
<p>Procedure</p>	<p>Reporting Discrimination, Harassment, Bullying or Vilification:</p> <p>Any student or staff member who experiences or witnesses’ discrimination, harassment, bullying or vilification is encouraged to report the incident to Asbestos & You.</p> <p>Reports can be made verbally or in writing to any of the following:</p> <ul style="list-style-type: none"> • Training coordinator/compliance officer (for all individuals) <p>A confidential report can be submitted via email to info@asbestosandyou.com.au using the Complaints Form</p> <p>All reports are treated with strict confidentiality, and the identities of those involved are protected to the extent possible, except where disclosure is necessary for investigation or legal reasons.</p>

Upon receiving a report, the responsible staff member follows the following steps:

1. Acknowledge the receipt of the report and reassure the complainant that the matter will be addressed promptly.
2. The complainant will be offered support services, including counselling or other well-being resources, to help them through the process.
3. If the complaint involves safety concerns, Asbestos & You will immediately mitigate risks, including separating the individuals involved, adjusting work or training environments, or providing additional support.
4. The report will be reviewed to determine if it involves discrimination, harassment, bullying, vilification or another issue. The following steps will depend on the nature and severity of the complaint.

An investigation will be initiated if the initial review indicates a potential violation of Asbestos & You's policies. An investigation will be conducted by a designated "Investigation Officer" (e.g., Training coordinator/compliance officer or a trained external investigator) and will follow these steps:

1. The investigator will interview the complainant, the alleged perpetrator, and witnesses. Written statements, emails, or other relevant evidence may also be collected.
2. The investigation will be conducted neutrally and objectively, ensuring that all parties are treated fairly.
3. The complainant and the alleged perpetrator will be kept informed about the investigation's progress, including expected timelines.

After reviewing all the evidence, the "Investigation Officer" will decide and recommend appropriate action. Possible outcomes include:

- If there is insufficient evidence or the incident does not meet the definition of discrimination, harassment, bullying or vilification no further action will be taken. The parties involved will be informed of the outcome.
- If the investigation finds that discrimination, harassment, bullying or vilification occurred, appropriate disciplinary action will be taken.

This may include:

- A written warning.
- Suspension or expulsion (for students).
- Termination of employment (for staff).
- Additional training or counselling for the perpetrator.
- In some cases, mediation between the parties may be recommended to resolve the conflict.

Both the complainant and the alleged perpetrator will be informed in writing of the outcome of the investigation.

Any details of any actions taken will remain confidential to the extent possible.

Asbestos & You will ensure that remedial measures or disciplinary actions are implemented promptly and effectively.

They can appeal the decision if either party is dissatisfied with the outcome. Appeals must be submitted in writing within 5 days of receiving the decision, outlining the grounds for the appeal (e.g., new evidence, procedural errors).

The training coordinator/compliance officer will review the appeal not involved in the original investigation, and a final decision will be made.

After resolving the issue, Asbestos & You will monitor the situation to ensure that no further incidents occur and that the learning or work environment remains safe and supportive for all parties involved.

If required, ongoing support services (e.g., counselling) are made available to both the complainant and the alleged perpetrator.

Asbestos & You is committed to preventing incidents of discrimination, harassment, bullying and vilification by:

- Providing regular training sessions for staff and students on diversity, inclusion, and respectful behaviour.
- Promoting awareness of Asbestos & You's code of conduct and expectations for behaviour.
- Ensuring that information about reporting procedures and support services is easily accessible to all students and staff.