

Melbourne Rudolf Steiner Seminar Ltd

ABN 78 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A

Harassment and Anti-Discrimination Policy

Policy

It is the policy of The Melbourne Rudolf Steiner Seminar (the Seminar) that all students and staff enjoy a learning and working environment free from harassment.

All discrimination or harassment that is sexual, racist, gender-based, or relates to a person's marital status, age, disability, pregnancy or sexual preference will not be tolerated by the Seminar. Many types of harassment are also against state or federal anti-discrimination laws, and may therefore be a Police matter.

What is Harassment?

Harassment is any physical, verbal or other behaviour which is offensive, not asked for and/or unwanted. Harassment may be isolated or repeated, and may occur for a variety of reasons including, but not limited to, issues relating to a person's sex, race, religion, age, marital status, disability or sexual preference.

A single incident may constitute harassment.

Harassment is offensive, upsetting and potentially humiliating. It makes the work and study environment uncomfortable and unpleasant. Harassment is not always intended to be offensive; acts or behaviour which are thought humorous or may not signify anything to one person, may hurt and offend another.

Harassment in the workplace/training environment can take many forms. It can be obvious, subtle, direct or indirect. Examples of harassment include:

- Sexual or suggestive remarks and references (including innuendo);
- Persistent and unwelcome requests to go out;
- Propositions (sexual invitations);
- Spreading rumors;
- Making fun of someone;
- Obscene telephone calls/letters/faxes/e-mail messages;
- Offensive jokes;
- Repeated questions about someone's personal life;
- Threats or insults;
- Name calling; and
- Use of inappropriate language.

Physical Harassment.

Examples of physical harassment are as follows:

- Unnecessary physical contact (eg pinching, patting, touching, hugging against a person's will, kissing); and
- Pushing, shoving or jostling.

Bullying behaviours:

A bully is a person who uses their strength or power to coerce others by fear or to persecute, intimidate or oppress by force and threat. Bullying constitutes offensive treatment through vindictive, cruel, malicious or humiliating attempts to undermine an individual or groups of the Seminar personnel and/or students. Bullying behaviour may be obvious such as repeated shouting, swearing and spontaneous rages, often over trivial matters; personal insults and name calling; persistent criticism; spreading unfounded rumours; ignoring or excluding someone from the work/training group; persecution through instilling fear and making threats; groundless withdrawal of benefits; constantly undervaluing effort; public reprimands and humiliation; denial of procedural fairness; or refusing to listen to another's point of view.

What is Discrimination?

Discrimination is when a person is disadvantaged in access or outcomes due to their sex, race, religion, age, beliefs, marital status, disability and/or sexual preference.

The Seminar aims to provide an environment where people respect and tolerate the rights and differences of other people and abide by the laws enacted against discrimination.

What is Sexual harassment?

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which has a tendency to make a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, uninvited touching; uninvited kisses or embraces; jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working environment.

Sexual assault and sexual exploitation in all forms violate the sanctity of the human body and spirit and will not be tolerated within the Seminar community.

It is the Seminar's policy that:

- harassment, bullying or discrimination will not be tolerated under any circumstances;
- all harassment, bullying or discrimination complaints will be treated seriously and on a timely basis;
- confidentiality is crucial and will be respected when a harassment, bullying or discrimination complaint is made;
- all harassment, bullying or discrimination complaints will be investigated fairly and objectively;
- necessary action will be taken to make sure the harassment, bullying or discrimination ceases;
- persons making harassment, bullying or discrimination complaints, and associated witnesses, will not be victimised in any way for making a complaint;
- the Seminar creates a working environment which is free from sexual harassment and where all members of staff and students are treated with dignity, courtesy and respect;
- the Seminar implements awareness raising strategies to ensure that all students and members of staff know their rights and responsibilities;
- the Seminar provides an effective procedure for complaints, based on the principles of natural justice;
- the Seminar treats all complaints in a sensitive, fair, timely and confidential manner;
- the Seminar promotes appropriate standards of conduct at all times.

All students, faculty and staff at the Seminar are responsible for being familiar with and abiding by the standards of conduct set forth in this policy.

Procedure:

Any student or staff member who feels they have been the victim of harassment, bullying or discrimination can make a complaint orally to their cohort coordinator or in writing using the Complaint and Appeals Form to the Seminar Coordinator through the procedures outlined in the Seminar's *Communications Policy* ([Communications incl complaints and appeals\communications_policy_incl_complaints_handling_and_appeals.doc](#)) and available on the Seminar's website www.steinerseminar.com).

They can also seek advice and support from the Anti-Discrimination Board (State) or the Human Rights and Equal Opportunity Commission (Federal).

Counselling may also be arranged through the Seminar's administration or by the cohort coordinator.