

Anti-Discrimination and Harassment

Blueprint Career Development

1 Purpose

To foster an environment that provides learners and staff with a workplace that is free from discrimination and harassment in all aspects as required by Federal and State legislation.

Develop management practices that maintain high professional standards to safeguard the interests and welfare of learners and staff in situations that might result in discrimination or harassment.

2 Scope

This policy applies to all Blueprint Career Development staff including co-providers, consultants, licensees and contractors as well as learners or potential learners.

3 Policy

Blueprint Career Development has a zero tolerance for all forms of discrimination, harassment and bullying.

DISCRIMINATION

Discrimination is defined as unfair, unjust or prejudicial treatment or consideration of a person based on the group, class or category to which they belong rather than on individual merit.

HARASSMENT

Harassment constitutes a range of behaviour, which includes verbal, visual or physical affronts of an aggressive nature. It is any unwelcome, offensive comment or action that is conducted with offensive connotation, which is unsolicited and unreciprocated.

Harassment includes, but is not limited to:

- Unwanted and deliberate physical contact
- Unwelcome verbal comments of an offensive or aggressive nature
- Subtle or explicit demands for, or offers of favours
- Offensive gestures or actions of a sexual nature
- Gratuitous display of sexually explicit printed material, audio-visual material, or computer images and sounds.

BULLYING

Workplace bullying is defined as the repeated, health-endangering mistreatment of a person (the target) by a cruel perpetrator (the bully). It is best understood through the bully's behaviours – acts of commission (hostile verbal, nonverbal communication and interfering actions) and omission (the withholding of resources – time, information, training, support, equipment – that guarantee failure) that are all driven by the bully's need to control the target.

State and Federal legislation prohibit harassment and discrimination in the workplace

- Racial Discrimination Act, 1975
- Sex Discrimination Act, 1975
- Human Rights and Equal Opportunity Commission Act, 1986
- Affirmative Action (Equal Opportunity for Women) Act, 1986
- Disability Discrimination Act, 1992
- Industrial Relations Act, 1988
- Equal Employment Opportunity and Anti-Discrimination Act 1987

State and Territory Acts

- Anti-Discrimination Act, 1977 (NSW), 1991 (QLD), 1992 (NT)
- Equal Opportunity Act, 1984 (SA), 1984 (WA), 1995 (VIC)
- Sex Discrimination Act, 1994 (TAS)
- Discrimination Act, 1991 (ACT)

4 Procedure

If a learner or staff member believes that harassment, bullying or discrimination has taken place at any time in the training process or employment period, they should discuss the problem with an appropriate person in accordance with the documented Harassment Procedure of the employer (Blueprint Career Development in the case of staff).

If this is not appropriate due to circumstances, or if actual discussions have been unable to resolve the issues satisfactorily, the learner or staff member should then formally record their grievance and forward this to the Director of Blueprint Career Development.

The complainant should outline:

- The specific nature of their grievance,
- Parties concerned,
- Dates relating to these issues
- Actions undertaken to date to resolve the issues and/or concerns.

Blueprint Career Development understand that the complainant must be given support and re-assurance that they have taken appropriate action in seeking assistance. Blueprint Career Development will ensure the complainant strict confidentiality of all spoken and written material at all times.

The complainant will receive a communication from Blueprint Career Development to discuss the grievance within 24 hours of receipt of the claim and action to resolve the complaint will commence immediately. If, after this process, the complainant is not satisfied that the issue has been resolved, they may wish to escalate their concern to external and independent parties. If this is the case, an industry representative or an official from the relevant State Training Authority or Apprenticeship Centre may be invited to act as an objective party to negotiate a resolution.

If the matter is still not resolved, complainants may be advised to take their grievances to legal avenues, the Anti-Discrimination Board, Consumer Affairs or other bodies as appropriate.

See also Access & Equity Policy