**Bullying and Harassment Prevention Procedures**

## Associated Policy – Bullying and Harassment Prevention Policy

**How to raise your concerns as a student**

1. All concerns in relation to discrimination, bullying or harassment should be raised as early as possible. Advice and/or support may be sought initially and at any point of the process. This may be obtained from a number of different sources including:
   * a CIT teacher or staff member
   * a CIT Student Counsellor
   * CITSA
2. All CIT Students have the right to make a complaint, regarding anything they feel is unreasonable or unfair. Student Counsellors will support students to consider the options available and choose what they prefer to do. If a student chooses to access the complaints process, the student’s enrolment or academic progress will not be jeopardised.
3. Complaints relating to bullying or harassment should be made in writing on the [CIT Complaint Form](http://cit.edu.au/__data/assets/pdf_file/0005/65588/Complaint_Form.pdf) and submitted to the Executive Director, People and Organisational Governance.
4. Your complaint should include:

* what happened
* when it happened
* how the behaviour made you feel
* any witnesses to the incident.

1. CIT will manage student complaints in accordance with the [Complaints Students and Community Members Policy](http://cit.edu.au/__data/assets/word_doc/0006/60846/Complaints_Students_and_Community_Members_Policy_Final.docx) and [procedures](https://staff.cit.edu.au/__data/assets/word_doc/0017/48131/Complaints_Students_and_Community_Members_Procedures_Final.docx). This includes:

* the Executive Director, People and Organisational Governance acknowledging the complaint in writing within five working days of receipt and identifying a complaint manager (a CIT senior manager who has not previously been involved) who will look into the matters raised;
* applying natural justice/procedural fairness to the complainant and respondent for all matters raised;
* the complaint manager making recommendations to the Executive Director, People and Organisational Governance on actions CIT should take in response to the complaint; and
* the Executive Director, People and Organisational Governance providing written notification to all parties when the complaint has been finalised.

**How to raise your concerns as a staff member**

1. Staff complaints will be managed in accordance with the Resolving Workplace Issues Policy.

**Definitions**

**Bullying**  Bullying behaviour is a form of harassment and is based on a misuse of power in human relationships. From a workplace health and safety perspective, bullying is defined as: repeated, unreasonable behaviour directed toward a person, or group of people, which, creates a risk to health, safety and welfare.

Bullying is not:

* expressing differences of opinion in an appropriate manner;
* giving lawful instructions;
* giving feedback in an appropriate manner; or
* taking reasonable action to equitably manage the learning environment such as:
  + allocation of work to a student, and setting reasonable goals, standards and deadlines;
  + warning students about unsatisfactory behaviour;
  + appropriate management of a student’s unsatisfactory behaviour;
  + appropriate management of the learning environment.

What is “reasonable” will depend on the circumstances of each case but must be assessed objectively.

**Complainant** A person who makes a complaint

**Harassment** Harassment is any form of behaviour that is unwelcome, unsolicited, unreciprocated and usually (but not always) repeated and may be biased. It is behaviour that is likely to offend, humiliate or intimidate.

**Procedural** Procedural fairness, also called natural justice, applies to any decision (action or

**Fairness/** inaction) that can affect the rights, interests or expectations of an individual in a direct

**Natural Justice** or immediate way. It requires that:

* individuals are given an opportunity to be heard;
* decision makers act without bias or self-interest;
* decision makers base their decisions on evidence that is relevant to the facts in issue i.e.
  + all relevant matters are considered when reaching a recommendation/decision
  + irrelevant matters are not given weight in reaching a decision

**Respondent** Person about whom a complaint is lodged

**Sexual** Sexual harassment is any unwanted or unwelcome sexual behaviour, which **Harassment** makes a person feel offended, humiliated or intimidated.