

Alexandra Community Hub

Bullying and Harassment Policy

Policy No: 3

Policy:

Alexandra Community Hub (ACH) is committed to providing a healthy and safe working and learning environment for all staff, volunteers and students, free from bullying and harassment.

ACH will take proactive, reasonable and proportionate measures to eliminate bullying and harassment.

This policy should be read in conjunction with the related policies listed below.

Procedure:

1. Encourage and support anybody who believes they are being either harassed or bullied to inform a senior staff member of the behaviour that they believe is offensive and unacceptable.
2. Treat any reports of harassment or bullying seriously and sympathetically.
3. Ensure any report of bullying or harassment is investigated thoroughly and confidentially and that the complaints procedure is followed.
4. Disciplinary action will be taken against anyone found to be engaging in either harassment or bullying. The Discipline procedure will be followed. In extreme cases this may include exclusion from ACH.

Related Legislation

Equal Opportunity Act 2010

Occupational Health and Safety Act 2004

Related Standards for RTO's 2015

Standard 6

Related Documents

Complaints Form

Related Policies

Equal Opportunity Policy

Complaints Policy

Discipline Policy

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