



Anti-Discrimination, Harassment and Bullying Policy

Australian Institute of Digital Technology Pty Ltd

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POLICY 12

Anti-Discrimination, Harassment and Bullying Policy

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Policy Owner	CEO	Approved By	CEO
Applicable Legislation & Standards	Equal Opportunity Act 2010 (Vic); Racial Discrimination Act 1975 (Cth); Sex Discrimination Act 1984 (Cth); Disability Discrimination Act 1992 (Cth); Age Discrimination Act 2004 (Cth); Work Health and Safety Act 2011 (Vic); Fair Work Act 2009 (Cth)		

1. Purpose and Commitment

AIDT is committed to providing and maintaining an environment that is inclusive, safe, and free from all forms of discrimination, harassment, and bullying. This commitment is grounded in law, in AIDT's values as an education provider, and in the recognition that students cannot learn effectively — and staff cannot work effectively — when they do not feel respected and safe. AIDT maintains a zero-tolerance approach to prohibited conduct and will respond to all reports promptly, fairly, confidentially, and with genuine commitment to resolution.

This policy applies to all students, all AIDT staff (including contractors and casual employees), education agents in their interactions with AIDT students, and work placement host supervisors in their interactions with AIDT students. Prohibited conduct that occurs outside AIDT's physical premises — including online abuse, social media harassment, or out-of-hours messages — falls within the scope of this policy where it affects the victim's ability to participate safely and comfortably in their course.

AIDT recognises that its student cohort is culturally diverse, and that what constitutes respectful communication differs across cultures. AIDT's standard, however, is the Australian legal and community standard: behaviour that a reasonable person in Australia would find offensive, humiliating, or intimidating is prohibited, regardless of whether it is normalised in the student's country of origin. AIDT provides information about Australian workplace conduct standards at orientation to help all students understand these expectations.

2. Definitions

- **Direct discrimination:** Treating a person less favourably directly because of a protected attribute such as race, sex, sexual orientation, gender identity, age, disability, religion, national or ethnic origin, marital status, or pregnancy. Example: refusing to work with a student because of their nationality.
- **Indirect discrimination:** Applying a policy or requirement that appears neutral but has a disproportionately disadvantaging effect on a group sharing a protected attribute, where the requirement is not reasonable in the circumstances. Example: requiring all students to submit handwritten work



- where no accommodation is offered to a student whose disability prevents handwriting.
- **Harassment:** Unwelcome conduct related to a protected attribute that a reasonable person would find offensive, humiliating, or intimidating. May be verbal (offensive comments, derogatory jokes, insults), written (offensive messages or emails), physical (unwanted contact or gestures), or visual (offensive images or materials).
 - **Sexual harassment:** Unwelcome conduct of a sexual nature where a reasonable person would have anticipated the possibility of the target being offended, humiliated, or intimidated. Covers a very wide range of behaviours: sexually suggestive comments or jokes; unsolicited requests for dates or sexual favours; unwanted touching, hugging, or kissing; displaying sexually explicit images; and sending sexually explicit messages. Sexual harassment is unlawful regardless of the genders of the people involved.
 - **Bullying:** Repeated, unreasonable behaviour directed toward a person or group that creates a risk to their health and safety. Bullying includes: persistent verbal abuse; deliberate exclusion from group activities; undermining a person's work or reputation; intimidation; spreading malicious rumours; and misusing authority to disadvantage a person. A single very serious incident may also constitute bullying. Reasonable management of performance and delivery of feedback are not bullying, even if the feedback is negative.
 - **Victimisation:** Treating a person adversely because they have made a complaint, intend to make a complaint, have assisted with an investigation, or have supported another person's complaint. Victimisation is itself prohibited conduct under this policy and the relevant legislation.

3. Reporting — How and to Whom

Any student or staff member who believes they have experienced or witnessed prohibited conduct is encouraged to report it as soon as possible. AIDT understands that reporting takes courage — particularly where the behaviour has been ongoing, where the person responsible is in a position of authority, or where the person affected fears they will not be believed. AIDT commits to taking every report seriously, treating it confidentially, and protecting the person making the report from any form of retaliation.

Students report to the Student Support Officer at support@aidt.edu.au or by calling 0411 441 061. Where the reported conduct involves a staff member (including a trainer or assessor), the report is directed to the CEO at ceo@aidt.edu.au. Where the matter involves the CEO, the student should contact an external body directly (the Overseas Students Ombudsman at 1300 362 072 or the Victorian EOHR at 1300 292 153). Where the conduct constitutes criminal behaviour — assault, sexual assault, stalking, criminal threats — the student has the right to report directly to Victoria Police (000 emergency / 131 444 non-emergency), and AIDT will support them in doing so.



4. Investigation and Response Procedure

1	INITIAL SAFETY — Where the reported conduct creates an immediate safety risk, the CEO takes immediate steps to ensure the affected person is safe. This may include: separating the parties; suspending the respondent from campus pending investigation; adjusting class arrangements; or involving emergency services.
2	ACKNOWLEDGEMENT — AIDT acknowledges receipt of the report in writing within 2 business days. The person reporting is advised: of the process that will follow; that they may have a support person at any meetings; and that their report will be handled confidentially.
3	APPOINTMENT OF INVESTIGATING OFFICER — The CEO appoints an Investigating Officer with no involvement in or connection to the matter. The Investigating Officer must be a person whose impartiality is genuine and demonstrable — not just stated.
4	INVESTIGATION — The Investigating Officer conducts a confidential, impartial investigation. This involves: a detailed interview with the person making the report; informing the respondent of the nature of the allegations (not the identity of the reporter, unless disclosure is unavoidable) and giving them a genuine opportunity to respond; interviewing any relevant witnesses; and reviewing any documentary evidence (messages, emails, assessment records, witness statements). All steps are documented.
5	DETERMINATION — The Investigating Officer prepares a written report. The CEO reviews it and makes a determination. Both parties are notified in writing of the outcome.
6	CONSEQUENCES — Where the complaint is substantiated, proportionate disciplinary action is taken in accordance with the framework in AIDT-POL-011. The nature and level of the disciplinary action depends on the seriousness of the conduct and the history of the respondent.
7	APPEAL — Either party may appeal the outcome under AIDT-POL-009 within 10 working days.

5. External Support Services

Victorian EOHR	1300 292 153 www.humanrightscommission.vic.gov.au
Australian Human Rights Commission	1300 656 419 www.humanrights.gov.au
1800RESPECT (Sexual Assault / Family Violence)	1800 737 732 (24 hours, 7 days)
Safe Steps (Family Violence)	1800 015 188 (24 hours)
Victoria Police	000 (emergency) 131 444 (non-emergency)
Fair Work Commission (Workplace Bullying)	1300 799 675 www.fwc.gov.au

