

Discrimination and Harassment Policy

1. Purpose

The purpose of this policy is to promote a safe, inclusive, and respectful environment at SGSCC by preventing and addressing discrimination and harassment. This policy outlines the rights and responsibilities of all members of the SGSCC community in relation to maintaining an environment free from discrimination and harassment.

2. Scope

This policy applies to all SGSCC staff, students, contractors, volunteers, and any other individuals engaged in SGSCC activities, both on-campus and off-site. It covers all forms of discrimination and harassment, including but not limited to, those based on race, ethnicity, gender, sexual orientation, disability, age, religion, and other protected characteristics.

3. Definitions

Discrimination: Unfair treatment of an individual or group based on characteristics such as race, gender, sexual orientation, disability, age, religion, or any other attribute protected by law. Discrimination can be direct (overt) or indirect (subtle).

Harassment: Unwelcome behavior that creates an intimidating, hostile, degrading, humiliating, or offensive environment for an individual or group. This includes sexual harassment, racial harassment, and bullying.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that creates a hostile or offensive environment.

Bullying: Repeated and unreasonable behavior directed towards an individual or group that creates a risk to health and safety. Bullying can be verbal, physical, social, or psychological.

4. Policy Statement

SGSCC is committed to providing an environment where all individuals are treated with dignity, respect, and fairness. Discrimination and harassment in any form will not be tolerated. SGSCC will take all necessary steps to prevent discrimination and harassment and will respond promptly and effectively to any complaints or incidents.

5. Responsibilities

Chief Executive Officer (CEO): Responsible for ensuring the implementation and enforcement of this policy. The CEO will ensure that appropriate procedures are in place for reporting, investigating, and resolving complaints of discrimination and harassment.

Managers and Supervisors: Responsible for fostering a workplace culture that upholds the principles of this policy. They must take immediate action if they observe or become aware of any form of discrimination or harassment.

All Staff and Students: Responsible for treating others with respect and dignity, and for refraining from engaging in discriminatory or harassing behavior. All individuals are encouraged to report any incidents of discrimination or harassment they witness or experience.

Human Resources (HR): Responsible for providing training on discrimination and harassment, and for handling complaints in accordance with this policy.

6. Reporting and Complaint Procedures

Reporting Discrimination or Harassment: Any individual who experiences or witnesses discrimination or harassment is encouraged to report the incident as soon as possible. Reports can be made to a supervisor, HR, or directly to the CEO. Complaints can be made verbally or in writing.

Confidentiality: All complaints of discrimination and harassment will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis to facilitate the investigation and resolution of the complaint.

Investigation: Upon receiving a complaint, SGSCC will conduct a thorough and impartial investigation. The investigation will be conducted promptly, and all parties involved will be given the opportunity to present their side of the story.

Resolution: If the investigation finds that discrimination or harassment has occurred, SGSCC will take appropriate corrective action. This may include disciplinary action against the perpetrator, up to and including termination of employment or student enrollment. SGSCC will also take steps to prevent any further incidents and to protect the complainant from retaliation.

Appeals: If a party involved in a complaint is not satisfied with the outcome of the investigation, they may appeal the decision. The appeal should be submitted in writing to the CEO within a specified time frame after the resolution has been communicated.

7. Support for Complainants

Counseling Services: SGSCC will provide access to counseling services for individuals who have

experienced discrimination or harassment. These services will be confidential and provided at no cost to the complainant.

Protection from Retaliation: SGSCC prohibits retaliation against anyone who reports discrimination or harassment or participates in an investigation. Any form of retaliation will be treated as a serious violation of this policy and will result in disciplinary action.

8. Training and Awareness

Regular Training: SGSCC will provide regular training for all staff and students on discrimination and harassment, including how to identify, prevent, and report such behavior. This training will be mandatory and will be updated periodically.

Policy Awareness: This policy will be communicated to all staff, students, and other stakeholders, and will be made readily available on SGSCC's website and in key locations on campus.

9. Monitoring and Review

Ongoing Monitoring: SGSCC will monitor the implementation of this policy through regular surveys, feedback mechanisms, and reviews of incident reports. Any trends or areas of concern will be addressed promptly.

Policy Review: This policy will be reviewed annually by the CEO and HR to ensure its effectiveness and compliance with current laws and best practices. Updates or revisions will be made as necessary.

10. Compliance

Legal Compliance: SGSCC will comply with all relevant anti-discrimination and workplace harassment laws, including the Anti-Discrimination Act 1977 (NSW), the Sex Discrimination Act 1984 (Cth), and the Fair Work Act 2009 (Cth).

Disciplinary Actions: Non-compliance with this policy by any staff member, student, or stakeholder may result in disciplinary action, up to and including termination of employment or student enrollment.

11. References

- Anti-Discrimination Act 1977 (NSW)
- Sex Discrimination Act 1984 (Cth)
- Fair Work Act 2009 (Cth)
- SGSCC Code of Conduct
- SGSCC Complaints and Grievance Policy

- SRTOs 2025 Outcome Standards, especially Standard 2.5 Diversity and Inclusion, Standard 2.6 Wellbeing, and Standard 4.1 Leadership and Accountability
- National Code 2018 – Standard 6. Student Support Services: education providers to ensure that students can access appropriate support services, including those related to discrimination and harassment. Providers must inform students of their rights and how to access these services.
- National Code 2018 – Standard 8. Complaints and Appeals: providers must have a documented process for handling complaints and appeals, including those related to discrimination and harassment. This ensures students have access to a fair and transparent process.
- National Code 2018 – Standard 10. Monitoring Course Progress: providers must ensure that any intervention strategies for students not meeting course progress requirements are free from discrimination and harassment.