



# Anti-Bullying Policy and Procedures

## Purpose

The Central Institute of Technology and Innovation (the Institute) is committed to providing a safe and respectful environment free from bullying for all staff, students, members of the Institute's Boards and Committees, visitors, and contractors. This policy outlines the Institute's commitment to preventing and addressing bullying behaviour in accordance with Australian legislation and the Institute's codes of conduct for staff and students.

## Scope

This policy applies to all staff, students, members of the Institute's Boards and Committees, visitors, and contractors. It covers all forms of bullying, whether occurring on-campus or off-campus, including online and via electronic communication.

## Related Documents

This policy should be read in conjunction with the following Institute documents:

- Code of Conduct Policy and Procedures
- Student Code of Conduct Policy and Procedures
- Student Misconduct Policy and Procedures
- Acceptable Use of IT Policy and Procedures
- Student Grievances, Complaints, and Appeals Policy and Procedures
- Staff Grievances, Complaints, and Appeals Policy and Procedures



All documents referenced in this policy can be accessed via the CITI website.

## Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
Vilification	Vilification is behaviour that incites hatred, serious contempt, revulsion or severe ridicule for a person or groups of people because of their race or religion. Vilification can be perpetrated by an individual, groups of people, or an organisation.
Bullying	Bullying is repeated and unreasonable behaviour directed towards an individual or a group that creates a risk to health and safety. Bullying also includes Workplace Bullying, which is repeated, and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Bullying, including workplace bullying, does not include reasonable management action that is carried out in a reasonable manner in relation to the completion of a role or set of work-related duties. It is possible for a person to be bullied, harassed, victimised, and discriminated against at the same time.  Detailed below are examples of behaviours, whether intentional or unintentional, that may be regarded as bullying or workplace bullying if they are repeated, unreasonable and create a risk to health and safety. Examples include: <ul style="list-style-type: none"><li>• Abusive, insulting or offensive language or comments</li></ul>



Term	Definition
	<ul style="list-style-type: none"><li>• Unjustified criticism or complaints</li><li>• Deliberately excluding someone from workplace or study-related activities</li><li>• Withholding information that is vital for effective work or study performance</li><li>• Setting unreasonable timelines or constantly changing deadlines</li><li>• Setting tasks that are unreasonably below or beyond a person's skill level</li><li>• Denying access to information, supervision, consultation or resources to the detriment of a worker or student</li><li>• Spreading misinformation or malicious rumours</li></ul> <p>Changing work arrangements to deliberately inconvenience a particular worker or workers.</p>
Workplace Bullying	Workplace bullying means repeated and unreasonable intimidatory behaviour which is considered to be inconsistent with the requirements of the Institute's staff supervision provisions, is directed towards a worker or a group of workers, or a student or a group of students, and creates a risk to health and safety.

## Policy Principles

The Institute promotes a culture of respect and dignity for all individuals, regardless of their background, identity, or beliefs. The following principles underpin this Policy:

1. Bullying and vilification are not tolerated in any form.



2. All members of the Institute community have a responsibility to report bullying and vilification.
3. Complaints of bullying and vilification will be taken seriously and handled promptly and confidentially.
4. The Institute will take appropriate disciplinary action against those found to have engaged in bullying or vilification.
5. Education and awareness about the impacts of bullying and vilification will be promoted to foster an inclusive environment.

## **Policy Statement**

### **1. Institute Commitment**

The Institute is committed to:

- 1.1 Providing a safe, respectful, and inclusive environment for all members.
- 1.2 Preventing and addressing all forms of bullying through education, awareness, and appropriate disciplinary measures.
- 1.3 Supporting individuals who have experienced bullying and ensuring they have access to appropriate support services.

## **Procedures**

### **1. Reporting Bullying (Staff)**

- 1.1 **Informal Reporting:** Staff may address minor incidents of bullying directly with the person involved if they feel safe to do so. Alternatively, they can



seek advice from their supervisor or the Human Resources (HR) department.

- 1.2 **Formal Reporting:** Staff can formally report bullying to their supervisor or HR. Formal complaints should be made in writing and include details of the incidents, dates, times, and any witnesses.
- 1.3 Refer to the Staff Grievances, Complaints, and Appeals Policy and Procedures for further information about reporting a grievance or complaint.

## **2. Reporting Bullying (Students)**

- 2.1 **Informal Reporting:** Students may discuss their concerns with a trusted staff member or any member of the academic team.
- 2.2 **Formal Reporting:** Students can formally report bullying to the Student Services department. Formal complaints should be made in writing and include details of the incidents, dates, times, and any witnesses.
- 2.3 Refer to the Student Grievances, Complaints, and Appeals Policy and Procedures for further information about reporting a grievance or complaint.

## **3. Reporting Bullying (Visitors and Contractors)**

Bullying incidents should be reported to the Chief Executive Officer.

## **4. Handling Complaints**

- 4.1 **Initial Assessment:** The recipient of the complaint (supervisor, HR, Student Services) will conduct an initial assessment to determine the appropriate course of action.



- 4.2 **Investigation:** If the complaint is deemed serious, a formal investigation will be conducted by an appointed investigator. The investigation will include interviews with the complainant, the alleged bully, and any witnesses.
- 4.3 **Outcome:** Based on the findings, appropriate action will be taken, which may include mediation, counselling, or disciplinary action.
- 4.4 **Confidentiality:** All complaints and investigations will be handled with strict confidentiality to protect all parties involved.

## **5. Support Services**

- 5.1 The Institute will provide support services, including counselling and mediation, for individuals affected by bullying.
- 5.2 Staff and students will be informed about available support services and how to access them.

## **6. Training and Education**

- 6.1 The Institute will conduct regular training sessions on bullying awareness and prevention for staff and students.
- 6.2 Educational materials and resources will be made available to promote a culture of respect and understanding.

## **7. Review**

This policy will be reviewed regularly by Quality and Compliance to ensure its effectiveness and compliance with relevant legislation. Feedback from the Institute community will be considered in the review process.



## Related Legislation

This policy should be read in conjunction with the following related documents:

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Australian Qualifications Framework](#)
- [Commonwealth Ombudsman](#)
- [AS ISO 10002-2006 Customer Satisfaction – Guidelines for Complaints Handling in Organisations](#)
- [Commonwealth Fair Work Act 2009](#)
- [Work Health and Safety Act 2011](#)

## Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	14/08/2024	Chief Executive Officer	Board of Directors	Corporate Policy

## Policy Information

<b>Author</b>	Chief Executive Officer
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