

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110
RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

Advanced Diploma of Rudolf Steiner Education (course code 69801, CRICOS code 071548J)

Harassment and Anti-Discrimination Policy

Policy

It is the policy of The Melbourne Rudolf Steiner Seminar that all students and staff enjoy a learning and working environment free from harassment, that being behaviour which is uninvited and unwanted.

All harassment which is sexual, racist, gender-based, or relates to a person's marital status, age, disability, pregnancy or sexual preference is discriminatory and will not be tolerated by this organisation. Most types of harassment are also against state or federal anti-discrimination laws, and may also be an offence under the Crimes Act.

It is the Melbourne Rudolf Steiner Seminar's policy that:

- Harassment or discrimination will not be tolerated under any circumstances.
- All harassment or discrimination complaints will be treated seriously, quickly and sympathetically.
- Confidentiality is crucial and will be respected when a harassment or discrimination complaint is made.
- All harassment or discrimination complaints will be investigated fairly and objectively.
- Necessary action will be taken to make sure the harassment or discrimination stops.
- People making harassment or discrimination complaints will be investigated fairly and objectively.
- Necessary action will be taken to make sure the harassment or discrimination stops.
- People making harassment or discrimination complaints and witnesses will not be victimised in any way for making a complaint.

What is Harassment?

Harassment is any physical, verbal and non verbal behaviour which is not asked for and not wanted. Harassment is usually repeated, and occurs because of a person's sex, race, age, marital status, disability or sexual preference.

A single incident may constitute harassment.

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Harassment is offensive, upsetting and humiliating. It makes the work and study environment uncomfortable and unpleasant. Harassment is not always intended, acts or behaviour which are humorous or don't signify anything to one person, may hurt and offend another.

The Melbourne Rudolf Steiner Seminar aims to provide an environment where people respect and tolerate the rights and differences of other people.

What is Discrimination?

Discrimination is where a person is disadvantaged in access or outcomes due to the person's sex, race, age, beliefs, marital status, disability or sexual preference.

Procedure.

Any student or staff member who feels they have been the victim of harassment or discrimination can make a complaint to the Seminar Coordinator through the procedures outlined in the Seminar's *Communications Policy*. They can also seek advice and support from the Anti-Discrimination Board (State) or the Human Rights and Equal Opportunity Commission (Federal).

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