Discrimination and Harassment Prevention Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

Diversity, Inclusion and Belonging Policy

2. PROCEDURAL DETAILS

The University does not condone unlawful discrimination or harassment displayed between members of the Curtin community, including between employees, between employees and students, or between students.

2.1. Preventative action

2.1.1. In the interest of preventing incidents of potential discrimination and harassment and fostering a safe environment the University will:

(a) Regularly provide students and employees with education and training in relation to their responsibilities under policy and the law, including information about how to make a complaint.

(b) Regularly provide employees who are responsible for others (e.g., leaders, supervisors, mangers, directors, heads of school, any employees with teaching responsibilities) with training in relation to appropriate complaint intervention, support and resolution.

(c) Institute campaigns to counter the effects of discrimination and harassment on a regular basis such as Respect at Curtin, Sorry Day and National Reconciliation Week, There's nothing casual about racism, IDAHOBIT and Wear It Purple Day.

2.2. Proactive action

2.2.1. Heads of School/Area/Lecturers/Tutors or Managers who are responsible for students and employees will make themselves aware of the potential for discrimination and harassment to occur and will put controls in place to prevent such behaviours. Indications that such behaviour might be occurring may include:

(a) High turnover of students or employees;

(b) Increased levels of sick leave;

(c) Underrepresentation of a particular diversity group;

(d) A person suddenly becomes withdrawn or isolated;

(e) The existence of rumours about any person;

(f) Evidence of interference with another's work; or

(g) Evidence of discriminatory language.

2.2.2. Awareness can arise from being cognisant of the above or other indicators rather than relying on a person to make a complaint.

2.2.3. Head of School/Area/Lecturer/Tutor or Managers who are responsible for students and employees will:

(a) respond quickly and appropriately when they become aware of possible signs and symptoms of discrimination or harassment. Once aware of the potential for harassment and discrimination, the Head of School/Area/Lecturer/Tutor or Manager has an obligation to act;

(b) ensure students and employees that raise an issue or make a complaint are not victimised; and

(c) consider seriously requests for flexible work and study arrangements.

2.3. Making a complaint

2.3.1. Any member of the University community who perceives that they are being discriminated against or harassed or observes such behaviour by other member(s) of the community may make a complaint, which will be handled in accordance with the

Complaints Procedures. This includes taking all reasonable steps to register a complaint within 12 months of its occurrence.

2.4. Complainant support

2.4.1. Members of the University community who feel they have been discriminated against or harassed, are encouraged to talk to their Head of School/Area/Lecturer/Tutor or Manager, if this is appropriate in the circumstance, and to seek information and support from:

(a) Student Wellbeing Advisory Service and/or Psychological and Counselling Services

(b) Employees are also encouraged to utilise the free and confidential external Employee Assistance Program (EAP) by PeopleSense, which is accessible 24 hours a day at 1300 307 912.

2.5. Disciplinary action

2.5.1. The University may, at any stage, initiate a disciplinary process under the appropriate legislation, policy and disciplinary procedures where the allegations are sufficiently serious and/or where there are reasonable grounds to do so.

3. RESPONSIBILITIES

Responsibilities are as set out in Section 2. In addition:

3.1. The Deputy Vice-Chancellor, Academic and the Chief People Officer are responsible for monitoring the implementation of these procedures.

4. SCOPE OF PROCEDURES

These procedures apply to all University community members.

5. DEFINITIONS

(Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document)

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

Internal

Code of Conduct

Complaints Procedures

Curtin Values and Signature Behaviours

Disclosure of Relationships and Interests Procedures

Student Charter

External

Higher Education Standards Framework (Threshold Standards) 2021

Policy Compliance Officer	Pam Spencer and Jacqui Pike, Manager, Diversity, Inclusion & Belonging, People and Culture
Policy Manager	Chief People Officer
Approval Authority	Chief People Officer
Review Date	1st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
E001/P1.1	Approved	03/01/2002	Academic Senate	AS 44/02	Attachment 2 to Document No AS 26/02
E001/P1.2	Amended	07/12/2005	Planning and Management Committee	PMC 80/05	Document No 00867/05
E001/P1.2A	Administratively Updated	13/06/2006			Reformatted
E001/P1.2B	Amended	25/10/2006	Council	C 150/06 (iii)	Document No 01108/06
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Administratively Updated	12/09/2008	Director, Legal and Compliance Services		Minor Policy Amendment
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	15/10/2012	Director, Legal and Compliance Services		Policy Manager and Contact Updated
	Amended	21/08/2014	A/Deputy Vice-Chancellor, Education	EM1408	Unconditional (Approval Authority also updated)
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	30/06/2016	Deputy Vice-Chancellor, Academic	EM1626	Unconditional (Name change to Discrimination and Harassment Prevention Procedures)
	Administratively Updated	09/05/2017	Director, Legal and Compliance Services		Links updated (Equity and Diversity Policy title changed to Diversity and Inclusion Policy)
	Administratively Updated	08/10/2018	Director, Legal and Compliance Services		Links updated (previously Diversity and Inclusion Policy changed to Diversity and Equity Policy)
	Amended	13/01/2023	Chief Operating Officer	EM2302	Amended to align with Academic Freedom and Freedom of Speech Policy