



## 1. Purpose and Scope

Christ Church Grammar School (the School) is bound by legislation including the Equal Opportunity Act 1984, Workplace Gender Equality Act 2012, Sex Discrimination Act 1984, Racial Discrimination Act 1975, Age Discrimination Act 2004 and the Disability Discrimination Act 1992. Consistent with this legislation, the School has adopted a Code of Ethics and a Code of Conduct Staff, Contractors and Volunteers, Code of Conduct Students and a Parent Code of Conduct which clearly specify acceptable and non-acceptable conduct on campus. Compliance with the Codes extends to activities related to the School's business which may not be held on School premises. This may include but is not limited to excursions, conferences, camps, inter-school events, social events and other functions.

This policy sets out the School's commitment to provide:

- equal opportunities in education, employment and promotion
- a workplace that ensures all recruitment, selection and promotion decisions are based on merit and the genuine requirements of the position, and
- a workplace that ensures all employees and students are treated fairly and equitably in an environment free from bullying and harassment, including sexual harassment

This policy affirms the expectations of the School regarding inclusive behaviour towards individuals of all sexualities and genders, thus promoting equity and facilitating access to education and employment for all members of the School community. It applies to all staff, volunteers and students of the School and may apply more broadly to members of the wider school community depending on their engagement with the School.

## 2. Definitions

**Bullying** is the ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour with the intention to cause physical and/or psychological harm. In circumstances of a single incident an assessment of intentionality will be made to determine if it can be construed as bullying. Bullying can involve an individual or a group misusing their power over one or more persons. Bullying may happen in person or online and can be obvious (overt) or hidden (covert). Bullying in any form or for any reason, can have long-term negative effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying, although they still need to be addressed and resolved.

**Discrimination** occurs when a person is treated less favourably than another person, in the same or similar circumstances, on one or more of the grounds covered by the Equal Opportunity Act 1984.

**Grievance** – a grievance arises from any decision, act or omission by any person or persons within the School which is considered by the complainant to be wrong, mistaken, unjust, inequitable or discriminatory and is causing concern or distress.

**Harassment** is the behaviour that targets an individual or group due to their identity, race, culture or ethnic origin; religion; physical characteristics, gender identity; sexual orientation; marital, parenting or economic status; age; ability or disability and that offends, humiliates, intimidates or creates a hostile environment.

Harassment may be an ongoing pattern of behaviour, or it may be a single act. It may be directed randomly or towards the same person(s). It may be intentional or unintentional (i.e. the words or actions that offend and distress one person may be genuinely regarded by the person doing them as minor or harmless).

**Forms of bullying and harassment** include but are not limited to:

Verbal/written – “put downs” or “pay outs, spreading rumours, name-calling, teasing and ridiculing others, sending or delivering hurtful messages and the use of phones and digital devices, SMS, email, images, social media or other means of communicating messages designed to harass, intimidate, threaten or impact negatively on the wellbeing of others.

Physical – pushing, punching, kicking, spitting and other disrespectful acts; physically hurting someone under the guise of “horseplay”; making threats to physically harm someone; non-verbal gestures designed to intimidate; damaging, removing, hiding or interfering with another’s property.

Covert/emotional – purposely excluding someone from an activity in person or remotely (e.g. cyber exclusion from games, chats, messages etc); ignoring someone; spreading rumours about someone; influencing others not to like or associate with someone; controlling or dominating someone by withdrawing or threatening to withdraw friendship; pressuring others to act against their will.

**Procedural fairness** – A process that demonstrates fair and proper procedures with reasons for decisions

**Sexual harassment** is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel intimidated, humiliated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comment, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile environment.

### 3. Aims and Objectives

The School aims to:

- Comply with legislation specified in Section 1 above.
- Ensure that equal opportunity operates for all employees during their employment with the School in recruitment, remuneration, conditions of employment, professional development and promotion.
- Regularly review all Human Resource Policies such as Recruitment and Selection, Promotion, Professional Development and Training to ensure there is no discrimination.
- Ensure staff awareness of workplace gender equality and equal opportunity principles and practices in the workplace.
- Provide equal opportunity and access to facilities, services or opportunities to meet special needs or overcome barriers to employment and education where reasonable and practicable.
- Create a working and learning environment which is free from bullying, discrimination and/or harassment on the grounds of age, gender, sexuality, race or disability and where all staff and students feel safe, are treated with dignity, courtesy and respect.
- Consult with staff, relevant unions and students and ensure they know and understand their rights and responsibilities.

- Make accessible the Disputes and Complaints Policy and Grievance Procedures and provide assurance that complaints and grievances will be taken seriously and that the principles of procedural fairness and natural justice will apply.
- Address all complaints and grievances in a sensitive, timely and confidential manner with parties to the process guaranteed protection from any victimisation or reprisal.
- Encourage the reporting of behaviour which breaches this policy statement and fails to uphold the standards of conduct specified in the School's Codes of Conduct.

## 4. Related Legislation and Policies

Equal Opportunity Act 1984

Work Health and Safety Act 2020

Sex Discrimination Act 1984 (Cth)

Racial Discrimination Act 1975 (Cth)

Disability Discrimination Act 1992 (Cth)

Age Discrimination Act 2004 (Cth)

Human Rights and Equal Opportunity Commission Act (1986)

Code of Ethics

Code of Conduct Staff, Volunteers and Contractors

Parents Code of Conduct

Child Protection and Mandatory Reporting Policy

Disputes and Complaints Policy

Grievance Procedures

Privacy Policy

Supporting positive relationships – Anti Student Bullying Policy

Work Health and Safety Policy

Document title: Equal Opportunity, Discrimination and Harassment Policy	CRICOS:00433G
Date originally approved: 16 April 2024	Approving Authority: Council
Date this version approved: 16 April 2024	Date to be reviewed: 16 April 2027
Policy Custodian: Director of Staffing and Strategic Projects	Policy Category: Human Resources <span style="float: right;">Page 3 of 3</span>