

Bullying, Harassment and Discrimination

The Institute is committed to providing a safe, inclusive and respectful learning environment where students are free from bullying, harassment and discrimination. Bullying, harassment, discrimination, intimidating or unlawful behaviour, and victimisation of people involved in reporting or responding to these behaviours are not tolerated.

Students who experience or witness bullying, harassment or discrimination are encouraged to seek support or report their concerns. The Institute respects individuals' privacy and will provide appropriate support and referrals where needed.

If an individual is in immediate danger or requires urgent medical attention, contact emergency services on 000 (or 112 from a mobile phone).

What is Harassment?

Harassment is repeated, unwelcome behaviour that is offensive, humiliating, intimidating or threatening and interferes with a person's ability to study. It may include behaviour of a sexual nature or behaviour based on characteristics such as gender, race, disability or sexual orientation.

Examples may include offensive messages, derogatory comments or taunts, insulting jokes, repeated intrusive questions about someone's personal life, or behaviour that deliberately interferes with their study. Except in the case of sexual harassment, a single or isolated conflict or remark does not generally constitute harassment.

What is Bullying?

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power towards another person. It may occur in person or online.

Examples may include repeated threats or insults, cyberbullying, deliberately excluding someone from a group, behaviour intended to intimidate or degrade another person, spreading misinformation, physical abuse or repeated teasing or pranking that causes discomfort. A one-off disagreement, appropriate difference of opinion or constructive criticism does not generally constitute bullying.

What is Discrimination?

Discrimination occurs when someone is treated less favourably because of a particular attribute (direct discrimination), or where a requirement that applies equally to everyone unfairly disadvantages some people because of an attribute (indirect discrimination).

This may include unfair treatment based on characteristics such as race, age, sex, religion, disability, sexual orientation, marital status or social origin. Examples include excluding someone from a study group because of an attribute, refusing to work with someone because of an attribute, or making discriminatory jokes or social media posts.

Reporting or Disclosing an Incident

Students are encouraged to report incidents of bullying, harassment or discrimination. A report may be made by the person affected, a bystander, or another person with the affected person's consent, and may be made at any time following an incident regardless of whether it has been reported to police.

Students are supported to decide how they wish to respond when they feel safe and confident to do so. The Institute will respect confidentiality as far as possible, although there may be limits where there is an immediate or continuing threat to the safety of the student or others.

Students can contact their Program Leader or the Liaison Officer, Hayley Wood, at hayley@aipc.net.au for information, support or assistance with reporting an incident.

Options Available to Students

Depending on the circumstances and what the student feels comfortable doing, there are several options available.

Self-management: Where a student feels safe and confident to do so, they may choose to tell the person that their behaviour is unwelcome and ask them to stop. Students are not required to take this approach before making a disclosure or complaint, and self-management is not appropriate for incidents involving violence.

Informal disclosure: A student may disclose an incident without requesting action against the alleged perpetrator. An informal disclosure does not result in an investigation or referral of the alleged perpetrator. Students may speak with a staff member or fellow student, or have their disclosure recorded by emailing their Program Leader.

Formal complaint: A student may lodge a formal complaint at any time with their Program Leader and/or the Liaison Officer. The Liaison Officer will discuss the incident with the student and arrange appropriate support or external referrals where needed.

What Happens if I Make a Formal Complaint?

The Program Leader and Liaison Officer will consider the complaint and determine how it should be investigated. Information obtained through the investigation and options for addressing the matter are considered with the CEO, with any resulting action managed under the relevant conduct policies. Appropriate records of the incident and outcome are maintained.

The Institute does not tolerate victimisation and will take reasonable steps to protect people involved in reporting, responding to or managing bullying, harassment or discrimination.