

Document title:		Respectful and Inclusive Workplace Policy
Approving authority:		Board of Directors
Related policies:		Client Interaction and Service Excellence Policy Australian Business Compliance Policy Aboriginal and Torres Strait Islander Education Policy Digital Communication Policy Professional Conduct Management Policy Student Code of Conduct Policy Student Support Services Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Purpose

The purpose of this Respectful and Inclusive Workplace Policy is to establish guidelines for maintaining a positive and respectful work environment at ITAC, free from harassment, bullying, racial vilification, discrimination, and other offensive behaviours. This policy aims to protect the well-being and dignity of all employees, students, and associated individuals, promote a culture of mutual respect, collaboration, professionalism, and inclusivity.

2. Scope

This policy applies to all employees, students, contractors, volunteers, and visitors at ITAC, as well as any individuals or organizations associated with ITAC's activities.

3. Policy Statement

ITAC is committed to fostering a respectful and inclusive workplace, where all individuals are treated with dignity and respect, and where diversity is valued. Harassment, bullying, racial vilification, discrimination, and other offensive behaviours will not be tolerated and may result in disciplinary action, up to and including termination of employment or expulsion from the institution.

4. Prohibited Behaviours

The following behaviours are prohibited under this policy:

- Harassment: Unwelcome conduct, based on a protected characteristic, that creates a hostile, intimidating, or offensive work or learning environment.
- Bullying: Repeated, unreasonable behaviours directed towards an individual or group, which creates a risk to health and safety.
- Racial vilification: Engaging in conduct that offends, insults, humiliates, or intimidates a person or group of people because of their race, colour, or national or ethnic origin.
- Discrimination: Treating someone less favourably or unfairly due to a protected characteristic, such as age, sex, race, religion, disability, or sexual orientation, in the context of employment, education, or service provision.

5. Responsibilities

All ITAC employees, students, and associated individuals are responsible for:

- Treating others with respect and dignity.
- Refraining from engaging in any form of harassment, bullying, racial vilification, discrimination, or other offensive behaviours.
- Promptly reporting any incidents of harassment, bullying, racial vilification, discrimination, or other offensive behaviours to a supervisor, manager, or the Human Resources department.
- Supporting and cooperating with any investigations into reported incidents.
- Management and supervisors are responsible for:
 - Promoting a culture of respect, inclusiveness, and diversity within their teams.
 - Ensuring that employees and students are aware of their rights and responsibilities under this policy and relevant legislation.
 - Addressing any instances of harassment, bullying, racial vilification, discrimination, or other offensive behaviours promptly and effectively.
 - Implementing and monitoring measures to prevent and address offensive behaviours in the workplace.

6. Gender Identity and Expression Support

ITAC aims to create an inclusive and supportive work environment for all employees, regardless of their gender identity or expression. ITAC will:

- Foster an inclusive workplace that prohibits discrimination, harassment, or bullying based on gender identity or expression.
- Respect employees' preferred names and pronouns.
- Offer flexible working arrangements upon request.

- Apply dress code and appearance guidelines equally to all employees while accommodating their gender identity or expression.
- Ensure confidentiality and privacy in relation to gender identity and expression-related information.

7. Equal Employment Opportunity (EEO)

ITAC adheres to the principles of equal employment opportunity (EEO) and provides a workplace free from discrimination and harassment in accordance with Australian laws. Key points of the policy include:

- Promoting a diverse and inclusive workplace where all employees are treated fairly and provided equal opportunities for advancement and development.
- Ensuring transparent, fair, and consistent recruitment and selection processes.
- Providing equal access to training and development opportunities for all employees.
- Basing promotion and career advancement decisions on merit, without discrimination due to protected attributes such as pregnancy, sexual orientation or gender.

8. Reporting and Resolution

ITAC encourages individuals who have experienced or witnessed any form of harassment, bullying, racial vilification, discrimination, or other offensive behaviours to report the incident to their supervisor, manager, or the Human Resources department. ITAC will investigate all reported incidents in a confidential and timely manner, taking appropriate action to prevent further occurrences and support those affected.

9. Training and Compliance

ITAC will provide all employees with appropriate training on respectful workplace behaviours, harassment, bullying, racial vilification, discrimination, and related topics, and will ensure ongoing compliance with relevant legislation and industry best practices.

10. Policy Review

This Respectful and Inclusive Workplace Policy will be reviewed periodically to ensure it remains current, effective, and compliant with relevant legislation and industry best practices. Any changes to the policy will be communicated to all employees and students.
