



## HARASSMENT & DISCRIMINATION POLICY

### **ANTI-DISCRIMINATION ACT – 1977**

[www.austlii.edu.au/au/legis/nsw/consol\\_act/aa1977204/](http://www.austlii.edu.au/au/legis/nsw/consol_act/aa1977204/)

**REAL ESTATE EXPLAINED** will always ensure that we provide a workplace that is free from all forms of harassment and discrimination (including victimisation and bullying) so that all staff and participants feel valued, respected and are treated fairly and individually.

We will further ensure that all our staff understands their roles and responsibilities in creating such a workplace and learning environment, by a process of training, communication and mentoring. We will ensure all our staff is aware of the processes and procedures for addressing any form of harassment or discrimination.

### **Specific Principles:**

All staff and participants have a right to work in an environment free of any form of harassment and discrimination.

- All reports of harassment and discrimination will be treated seriously, impartially and sensitively. Harassment and discrimination, including victimisation and bullying is unwelcome, uninvited and unacceptable behaviour that will not be tolerated;
- When management is informed of any harassment or discrimination we have the responsibility to take immediate and appropriate action to address it;
- In dealing with all complaints, the rights of all individuals will be respected and confidentiality maintained;
- Whenever possible, all complaints will be resolved by a process of discussion, cooperation and conciliation. The aim of which is to achieve an acceptable outcome while minimising any potential damage to our organisation;
- Both the person making the complaint and the person against whom the complaint has been made, will receive information, support and assistance in resolving the issue;
- Victimisation is unacceptable in any form and will not be tolerated. No person making a complaint, or assisting in the investigation of a complaint, should be victimised;
- Harassment or discrimination should not be confused with legitimate comment and advice (including feedback and assessment comments) given appropriately by the trainers or management;
- Staff and participants should not make any frivolous or malicious complaints. All staff and participants are expected to participate in the complaint resolution in good faith.