



ANTI – BULLYING & HARASSMENT POLICY

(To be read in conjunction with Anti-Discrimination Policy & Gender Equity Policy)

Approving authority	Governing Board
Approval date	3 June 2014
Purpose	To provide a fair and supportive environment free from all forms of bullying and harassment, that promotes personal respect and respect for others, as well as providing physical and emotional safety for all.
Responsibility for implementation	Vice President
Next scheduled review	3 June 2016
Document Location	R:\OIHE\HR\Policies\Anti Bullying & Harassment Policy.doc
Associated documents	Position Descriptions

Acknowledgements:

This policy is consistent with the Oxford College of Business policy of the same name and purpose.

1. Principles

A bully is a blustering, quarrelsome, overbearing person who habitually badgers and intimidates smaller or weaker people. To bully is to be cruel habitually or to be overbearing, especially to smaller or weaker people.

To harass is to disturb persistently; torment, as with troubles or cares; bother continually; pester; persecute. It is also to trouble by repeated attacks, incursions. It is the exertion of power by one person over another which makes another person feels embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry.

2. Policy

Bullying and harassment in any form is unacceptable. It breaches proper and professional conduct. All at OIHE have a responsibility to provide teaching and learning environments that are free from bullying and harassment, and that encourages staff and students to develop attitudes and skills to ensure that everyone is equally valued and all are treated with respect.



3. Procedures

- All staff will be made aware of the legislative requirements relating to bullying and harassment. Refer to <http://www.hreoc.gov.au/> the Australian Human Rights Commission;
- It is inappropriate that physical or emotional violence should be used or tolerated in any context at the college. In this respect, it is inappropriate and **expressly forbidden** that **corporal punishment** is used in any way at the college.
- OIHE is committed to ensuring that staff, students and visitors are equally valued and treated with respect;
- All claims of bullying and harassment are taken seriously and will be treated confidentially, documented, and promptly and constructively addressed by the Head of School;
- All forms of bullying and harassment are not tolerated. Any person who had encountered these at OIHE are encouraged to report the incident to the Head of School, with any documentary evidence (if available) and a formal complaint to be lodged in writing;
- The Head of School is responsible for addressing the behaviour of the alleged perpetrator and to provide support services for the victim within the Institute.