EVANTAA INSTITUTE

CONDUCT & WELLBEING

Harassment, Discrimination & Bullying

Policy & Procedure

Our commitment to a safe, respectful and inclusive learning environment.

VERSION	EFFECTIVE	PROVIDER
3.0	June 2026	RTO 45866 · CRICOS 04025C

1. Purpose

- Evantaa Institute is committed to providing a safe, inclusive, respectful and supportive environment for all students, staff and stakeholders. Evantaa Institute recognises the importance of fostering an organisational culture that values diversity, promotes cultural safety, and protects all individuals from harassment, discrimination, and bullying.

This policy outlines Evantaa Institute's approach to preventing, identifying, and responding to harassment, discrimination, and bullying in accordance with applicable legislation, including the Fair Work Act 2009, the Work Health and Safety Act 2011, relevant Commonwealth and State Anti-Discrimination legislation, and the Outcome Standards for Registered Training Organisations 2025.

This policy also supports compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018, particularly in relation to student safety and wellbeing.

2. Scope

This policy applies to all Evantaa Institute staff, including trainers, assessors, administration personnel and management, as well as all students and visitors engaging with Evantaa Institute. The policy covers all activities and interactions associated with Evantaa Institute, including those occurring on campus, in classrooms, during assessments and training delivery during work placement or practical training, and at any Evantaa Institute-related events or activities. It further extends to all forms of communication connected to Evantaa Institute, including email, telephone, online platforms and social media, where such interactions impact the learning or working environment.

3. Policy

Evantaa Institute adopts the following principles in relation to harassment, discrimination and bullying:

- Evantaa Institute maintains zero tolerance for harassment, discrimination, bullying, vilification, victimisation and any behaviour that creates an unsafe, hostile or offensive environment.
- Evantaa Institute will provide a safe, inclusive and culturally respectful learning and working environment where all individuals are treated with dignity and respect.
- Evantaa Institute recognises diversity as a strength and is committed to promoting inclusion, equity and cultural safety across all operations, including specific consideration for First Nations students and culturally diverse cohorts.

- Evantaa Institute will take all reasonable steps to prevent unlawful conduct, including harassment, discrimination and bullying, through education, awareness and proactive risk management.
- Evantaa Institute will ensure that all complaints and reports are managed promptly, fairly, confidentially and in accordance with procedural fairness principles and the Complaints and Appeals Policy and Procedure.
- Evantaa Institute will provide access to appropriate support services for individuals affected by harassment, discrimination or bullying, including referral to external services where required.
- Evantaa Institute will ensure that no individual is victimised for raising a concern, making a complaint, or participating in an investigation.
- Evantaa Institute will monitor, review and continuously improve its systems and practices to ensure compliance with legislative and regulatory requirements and to promote a safe and respectful environment.

Commitment to Inclusivity and Cultural Safety Evantaa Institute is committed to:

- Fostering an inclusive and culturally safe environment for all students and staff
- Promoting diversity and ensuring equitable access to training and support services
- Respecting cultural differences in learning materials, communication and interactions
- Supporting First Nations students through culturally respectful practices
- Protection from Harassment, Discrimination and Bullying
- Harassment, discrimination and bullying are prohibited at Evantaa Institute.
- Harassment includes any unwelcome behaviour that offends, humiliates or intimidates a person.
- Sexual harassment includes unwelcome conduct of a sexual nature that causes discomfort, offence or intimidation.
- Discrimination occurs when a person is treated less favourably based on protected attributes under the law.
- Bullying is repeated, unreasonable behaviour that creates a risk to health and safety.

This policy applies to:

- face-to-face interactions
- written and verbal communication
- online platforms and social media connected to Evantaa Institute
- Evantaa Institute recognises both direct and indirect forms of bullying and discrimination and will take action to address such behaviours.

Student Safety and Learning Environment Evantaa Institute will:

- ensure that learning environments (including online and practical settings) are safe and inclusive

- provide students with clear expectations regarding behaviour through orientation and student handbooks
- monitor interactions between staff and students to identify risks
- respond promptly to any behaviour that may impact student safety or wellbeing

4. Procedures

1 Reporting and Complaints Procedure

Any student, staff member or stakeholder who experiences or witnesses harassment, discrimination or bullying must report the incident as soon as practicable.

Reports may be made in person to an Evantaa Institute staff member, via email, or through Evantaa Institute's complaints handling system.

Visitors must report any incident to an Evantaa Institute staff member immediately upon identification.

Staff must promptly report any incidents brought to their attention and provide appropriate support to individuals raising concerns.

Trainers are responsible for monitoring classroom and learning environments and must escalate any concerns relating to harassment, discrimination or bullying without delay.

Administration staff must ensure that all complaints are recorded in the Complaints and Appeals Register within one (1) working day of receipt.

All complaints must be acknowledged by designated staff within two (2) working days of receipt.

All complaints will be managed in accordance with Evantaa Institute's Complaints and Appeals Policy and Procedure.

2 Investigation and Resolution

- Complaints must be investigated in a fair, impartial and confidential manner by the CEO or delegated officer.
- All investigations must be conducted in accordance with principles of natural justice, ensuring all parties are informed of the allegations and provided an opportunity to respond.
- The CEO or delegated officer is responsible for overseeing investigations, ensuring procedural fairness and approving outcomes.
- Investigations must be initiated within five (5) working days of acknowledgement of the complaint.

- Investigations will include gathering relevant evidence, reviewing documentation and providing all parties with an opportunity to respond.
- Evantaa Institute aims to resolve complaints within twenty (20) working days, unless circumstances require additional time.
- Where additional time is required, the complainant must be informed of the reasons for the delay and the expected timeframe.
- Outcomes may include disciplinary action, mediation, support interventions or corrective actions, depending on the nature and severity of the matter.
- All investigation outcomes must be documented and communicated to relevant parties by designated staff.

3 Support and Confidentiality

- Evantaa Institute will ensure that individuals affected by harassment, discrimination or bullying are provided with appropriate support, including referral to external services where required.
- Administration staff are responsible for coordinating support arrangements and ensuring that appropriate services are offered to affected individuals.
- All complaints and investigations must be handled confidentially by staff involved in the process, in accordance with privacy obligations.
- Information must only be disclosed where necessary to investigate the complaint, ensure safety or comply with legal obligations.

4 Continuous Improvement

Administration staff must maintain accurate records of all complaints, investigations, outcomes and actions taken.

Designated staff must review complaints and incident trends periodically to identify systemic issues and opportunities for improvement.

The CEO or delegated officer must ensure that corrective actions arising from complaints are implemented and monitored for effectiveness.

This policy and associated procedures must be reviewed regularly to ensure ongoing compliance with legislative and regulatory requirements and alignment with Evantaa Institute practices.

5 Variations

Evantaa Institute reserves the right to modify this policy as necessary to comply with legislative changes or organisational needs.

Document Control

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Version	3.0 (Rebranded and reissued under Evantaa Institute)
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