



Discrimination and Harassment Prevention Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Diversity and Equity Policy](#)

2. IMPLEMENTATION PRINCIPLES

2.1. University community members (as defined in the [Curtin Common Definitions](#)) will uphold the equity and diversity principles of 'Right, Opportunity, Recognition and Inclusion (RORI)' in the creation of an environment that is free from unlawful discrimination and harassment.

3. PROCEDURAL DETAILS

3.1. The University does not condone intentional or unintentional discrimination or harassment displayed between members of the Curtin community, including between staff, between staff and students, or between students.

3.2. Preventative action

3.2.1. In the interest of preventing incidents of potential discrimination and harassment and fostering a safe environment the University will:

- (a) Regularly provide students and staff with education and training in relation to their responsibilities under policy and the law, including information about how to make a complaint.
- (b) Regularly provide staff members who are responsible for others (e.g., leaders, supervisors, managers, directors, heads of school, any staff member with teaching responsibilities) with training in relation to appropriate complaint intervention, support and resolution.
- (c) Institute campaigns to counter the effects of discrimination and harassment on a regular basis such as: [Respect. Now. Always](#); [Sorry Day and National Reconciliation Week](#); or [IDAHOT and Wear it Purple Day](#).

3.3. Proactive action

3.3.1. Heads of School/Area/Lecturers/Tutors or Managers who are responsible for students and staff will make themselves aware of the potential for discrimination and harassment to occur, and will put controls in place to prevent such behaviours. Indications that such behaviour might be occurring may include:

- (a) High turnover of students or staff;
- (b) Increased levels of sick leave;
- (c) Underrepresentation of a particular diversity group;
- (d) A person suddenly becomes withdrawn or isolated;
- (e) The existence of rumours about any person;
- (f) Evidence of interference with another's work;
- (g) Evidence of discriminatory language.

3.3.2. Awareness can arise from being cognisant of the above or other indicators rather than relying on a person to make a complaint.

3.3.3. Head of School/Area/Lecturer/Tutor or Manager's who are responsible for students and staff will:

- (a) Respond quickly and appropriately when they become aware of possible signs and symptoms of discrimination or harassment. Once aware of the potential for harassment and discrimination, the Head of School/Area/Lecturer/Tutor or Manager has an obligation to act.
- (b) Ensure students and staff that raise an issue or make a complaint are not victimised.
- (c) Consider seriously requests for flexible work and study arrangements.

3.4. Making a complaint

3.4.1. Any member of the University community who perceives that they are being discriminated against or harassed, or observes such behaviour by other member(s) of the community may make a complaint, which will be handled in accordance with the [Complaints Procedures](#). This includes taking all reasonable steps to register a complaint within 12 months of its occurrence.

3.5. Complainant support

3.5.1. Members of the Curtin community who feel they have been discriminated against or harassed, are encouraged to talk to their Head of School/Area/Lecturer/Tutor or Manager, if this is appropriate in the circumstance, and to seek information and support from:

- (a) [Student or Staff Safety Response Team](#), [Ethics, Equity and Social Justice](#), and/or [Psychological and Counselling Services](#).
- (b) Staff are also encouraged to utilise the free and confidential external [Employee Assistance Program \(EAP\)](#) service provided by Optum, which is accessible 24 hours a day on 1300 361 008.

3.6. Disciplinary Action

3.6.1. The University may, at any stage, initiate a disciplinary process under the appropriate legislation, policy and disciplinary procedures where the allegations are sufficiently serious and/or where there are reasonable grounds to do so.

4. RESPONSIBILITIES

In addition to any responsibilities set out in section 3 the Deputy Vice-Chancellor, Academic and the Director, Corporate Values and Equity are responsible for monitoring the implementation of these procedures.

5. SCOPE OF PROCEDURES

These procedures apply to all University community members.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Code of Conduct](#)

[Complaints Procedures](#)

[Disclosure of Personal Information Procedures](#)

[Student Charter](#)

[Values and Signature Behaviours](#)

Policy Compliance Officer	Elle Walker , Senior Advisor Diversity and Equity Unit
Policy Manager	Deputy Vice Chancellor, Academic
Approval Authority	Deputy Vice Chancellor, Academic
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
E001/P1.1	Approved	03/01/2002	Academic Senate	AS 44/02	Attachment 2 to Document No AS 26/02
E001/P1.2	Amended	07/12/2005	Planning and Management Committee	PMC 80/05	Document No 00867/05
E001/P1.2A	Administratively Updated	13/06/2006			Reformatted
E001/P1.2B	Amended	25/10/2006	Council	C 150/06 (iii)	Document No 01108/06
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Administratively Updated	12/09/2008	Director, Legal and Compliance Services		Minor Policy Amendment
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	15/10/2012	Director, Legal and Compliance Services		Policy Manager and Contact Updated
	Amended	21/08/2014	A/Deputy Vice- Chancellor, Education	EM1408	Unconditional (Approval Authority also updated)
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	30/06/2016	Deputy Vice-Chancellor, Academic	EM1626	Unconditional (Name change to Discrimination and Harassment Prevention Procedures)
	Administratively Updated	09/05/2017	Director, Legal and Compliance Services		Links updated (Equity and Diversity Policy title changed to Diversity and Inclusion Policy)
	Administratively Updated	08/10/2018	Director, Legal and Compliance Services		Links updated (previously Diversity and Inclusion Policy changed to Diversity and Equity Policy)