

Address: PO Box 70, Blaxcell NSW 2142**Website:** www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-57 HARASSMENT AND ANTI-BULLYING POLICY

1. Purpose

This policy ensures that IAME RTO 90409 provides a safe, inclusive, respectful learning and working environment for all students, staff, and visitors, free from all forms of harassment, bullying, victimisation, and vilification.

The IAME RTO has a zero-tolerance approach to bullying and harassment. This policy outlines clear procedures for prevention, reporting, investigation, and resolution in alignment with applicable legislation and the Standards for RTOs 2025.

It is embedded in the IAME RTO Quality Management System (QMS) and must be applied in conjunction with the **PO-44 Confidentiality Policy**, **PO-61 Non-Disclosure Policy**, **PO-53 Misconduct Policy** and other cross-referenced policies.

2. Scope

This policy applies to:

- All IAME RTO students (current, former, prospective)
- All staff, trainers, assessors, contractors, board members
- All RTO-controlled environments, including online learning platforms and placements
- All IAME RTO activities, both on-campus and off-site

The policy applies to conduct occurring in person, in writing, over the phone, and via digital platforms, in alignment with the **PO-31 Cyber Security and ICT Policy**.

3. Definitions

- **Harassment** – Any unwanted behaviour that offends, humiliates, or intimidates, whether sexual, verbal, physical, or emotional, and whether intended or not.
- **Bullying** – Repeated and unreasonable behaviour directed at an individual or group that creates a risk to health, safety, or learning.
- **Vilification** – Inciting hatred, serious contempt, or ridicule on the basis of race, sexuality, religion, or other protected attributes.
- **Victimisation** – Penalising someone for making a complaint or assisting in an investigation.
- **Cyberbullying** – Any bullying behaviour conducted via digital means (email, SMS, social media, learning platforms).
- All such conduct is considered a breach of the **PO-53 Misconduct Policy**.

4. Policy Statement

The IAME RTO is committed to providing:

- A safe learning and working environment
- Procedures to address unacceptable behaviour
- Awareness and training for all staff and students
- Fair and confidential complaints handling
- Appropriate disciplinary action for proven misconduct
- Ongoing monitoring and cultural review under the **PO-48 Continuous Improvement Policy**

Any individual who breaches this policy may face disciplinary action under the **PO-53 Misconduct Policy**, including removal from training or employment.

5. Prevention and Education

Preventative actions include:

- Inclusion of policy content in the **PO-38 Student Code of Conduct** and onboarding materials
- Staff and trainer education through the **PO-15 Trainer CPD Policy**
- Cultural inclusion strategies under the **PO-56 Access and Equity Policy**
- Monitoring of digital and social media platforms (see: **SP-05 Digital Marketing Accessibility and Compliance Statement**)

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©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	1 of 3

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PO-57 HARASSMENT AND ANTI-BULLYING POLICY

Training and awareness initiatives focus on:

- What constitutes harassment or bullying
- The impact of behaviour
- How to report concerns safely
- Respectful communication in diverse environments

6. Responsibilities

All staff and students must:

- Treat others with respect and courtesy
- Not engage in harassment, bullying, or intimidation
- Report behaviour that contravenes this policy
- Maintain confidentiality and integrity when involved in investigations

IAME Board must:

- Ensure all reports are taken seriously
- Respond promptly and fairly
- Keep all documentation confidential under the **PO-44 Confidentiality Policy** and **PO-61 Non-Disclosure Policy**
- Provide a culturally safe and supportive process for both complainants and respondents
- Comply with the obligations of the **PO-10 Privacy Policy**

7. Reporting and Complaints Handling

Reports of harassment or bullying may be made:

- Informally or formally
- Anonymously (noting this may limit resolution options)
- Via the **PO-11 Complaints and Appeals Policy**

All reports are logged and managed confidentially. Records are protected under the **PO-28 Records Management Policy**.

Investigations must:

- Be conducted fairly and without bias
- Maintain confidentiality and due process
- Offer procedural fairness to all parties
- Conclude with documented findings and actions

Where proven, disciplinary action is taken in accordance with the **PO-53 Misconduct Policy**, and may include mediation, warnings, suspension, termination, or referral to legal authorities.

8. Misuse of Complaints Process

Knowingly making a false complaint or abusing the reporting process is itself a form of misconduct. Such actions will be addressed under the **PO-53 Misconduct Policy** and may lead to disciplinary action.

9. Protection from Victimisation

The IAME RTO protects all parties involved in complaints from retaliation or victimisation. Any reprisal action will be treated as a breach of this policy and managed as a serious misconduct incident.

10. Monitoring and Evaluating

The IAME RTO monitors and evaluates harassment and bullying trends through:

- Survey and evaluation data
- Complaints and resolution records
- Internal audit and governance reviews

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©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	2 of 3

Address: PO Box 70, Blaxcell NSW 2142**Website:** www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-57 HARASSMENT AND ANTI-BULLYING POLICY

- HR, trainer, and compliance reports
- Feedback from stakeholders, including students and staff

Findings are incorporated into the Continuous Improvement Register and reviewed by the **PO-03 Board Governance and Director Responsibilities Policy**.

11. Policy Integration and QMS Alignment

This policy is a core component of the IAME RTO Quality Management System (QMS) and must be read in conjunction with:

- **PO-44 Confidentiality Policy**
- **PO-61 Non-Disclosure Policy**
- **PO-53 Misconduct Policy**
- **PO-56 Access and Equity Policy**
- **PO-10 Privacy Policy**
- **PO-11 Complaints and Appeals Policy**
- **PO-15 Trainer CPD Policy**
- **PO-52 LLND Policy**
- **PO-31 Cyber Security and ICT Policy**
- **SP-05 Digital Marketing Accessibility and Compliance Statement**
- **PO-38 Student Code of Conduct**
- **PO-03 Board Governance and Director Responsibilities Policy**
- **PO-28 Records Management Policy**

Failure to implement this policy may lead to reputational damage, regulatory penalties, and/or student and staff attrition.

11. Monitoring and Review

The policy will be reviewed annually to ensure alignment with regulatory requirements and industry standards.

Document Control Information and History				
Version	Date	Created / Modified	Created by	Approved by
V1.0	29/07/2025	Created	Peter Blanshard Chief Executive Officer – IAME / RTO	Jeffrey Richards Chairperson: IAME Board of Directors

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©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	3 of 3