

Discrimination and Harassment Policy

New Era Institute is committed to ensuring that the training and assessment environment and workplace are free from discrimination and harassment. All employees, contractors and students are made aware that discrimination and harassment will not be tolerated under any circumstances. In the event that discrimination and harassment is found to have occurred, disciplinary action will be taken against any employee or contractor who breaches this policy.¹ Suspected criminal behaviour will be reported to police authorities immediately.

By implementing this policy New Era Institute strives to achieve the following objectives:²

- Create a working environment which is free from discrimination and harassment and where all employees, contractors and students are treated with dignity, courtesy and respect;
- Implement training and awareness raising strategies to ensure that all parties know their rights and responsibilities;
- Provide an effective procedure for complaints based on the principles of natural justice;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Guarantee protection from any victimisation or reprisals;
- Promote a productive and cohesive workplace;
- Encourage the reporting of behaviour which breaches this *Discrimination and Harassment Policy*; and
- Promote appropriate standards of conduct at all times.

¹ Good practice, good business: Eliminating discrimination and harassment from your workplace: Writing an effective anti-discrimination and harassment policy, page 1, © Human Rights and Equal Opportunity Commission.

² Good practice, good business: Eliminating discrimination and harassment from your workplace: Writing an effective anti-discrimination and harassment policy, page 2, © Human Rights and Equal Opportunity Commission.