



Client Protection, Workplace Harassment & Bullying Policy

Preamble

Camden Haven Community College Inc (CHCC) ensures that all staff, students and clients are protected and enjoy a work and learning environment free of workplace harassment and bullying. CHCC is committed to providing a safe and secure environment for all its employees, contractors and visitors, particularly vulnerable persons. This Policy applies to all workers (as defined by Work Health & Safety legislation), students, visitors, volunteers and members of the governing body while at the CHCC workplace and while engaged in CHCC business or otherwise representing the CHCC.

Principles

CHCC believes that all workers (including volunteers), students, visitors and clients are entitled to enjoy a work and learning environment that is safe and secure and free of workplace harassment and bullying. This includes:

- Unsolicited approaches, comments or physical contact of a sexual nature
- Victimisation
- Bullying
- Racial vilification
- Unfair treatment
- Unsafe learning environment

Members of the CHCC community (staff, students, trainers, tutors, volunteers, contractors, facilitators and guests) will ensure that:

1. their own behaviour is appropriate and in accordance with CHCC's values and relevant policies;
2. they attempt to stop if possible and/or report any type of bullying, discrimination, harassment, unwelcome or unfair treatment or behaviour, having regard for their own safety;
3. they refuse to join in with any type of bullying, discrimination, harassment, unwelcome or unfair treatment or behaviour; and
4. they support other members of the CHCC community who are experiencing any type of bullying, harassment, discrimination, unwelcome or unfair treatment or behaviour and/or encourage and assist them to raise their concerns through the appropriate complaints processes.

CHCC Support

- The Manager is advised of all incidents of harassment, bullying, unfair or inappropriate treatment, or sexual abuse.
- Workplace harassment or related complaints are dealt with in a strictly confidential manner and are investigated promptly and thoroughly by CHCC management.
- Victims of workplace harassment are offered counselling, if appropriate, by an external agency.
- Perpetrators of workplace harassment are dealt with in an appropriate manner that may involve meeting with the Manager of CHCC, counselling, educational advice and a written warning in the first instance. Any further incidence automatically results in dismissal or expulsion from the organisation.
- Workplace harassment issues that warrant legal action are referred to the police only with the victim's consent.
- A formal interview of all candidates is conducted for study or work involving work-placement or work with vulnerable adults (or children, although not usually applicable for CHCC), including analysis of past experience working with children or vulnerable adults.
- A documented reporting process with escalating procedures including:
 - the automatic suspension of an employee from work or other duties within your organisation, if they are under investigation (internally or by the police) for committing sexual abuse;
 - and the automatic termination of their employment, or involvement with your organisation if found guilty of committing sexual abuse (either by an internal investigation or by a court).
- Employees and/or volunteers are to report reasonable suspicion of sexual abuse to the management of CHCC and police authorities and Insurance company will be notified.
- The details of those reporting sexual abuse will be kept private and confidential.
- Refer to CHCC policies for worker engagement, including induction process.

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