

Sexual Harassment Policy and Procedures

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Who this document applies to

This document applies to Training Aid Australia Pty Ltd (RTO 91411). In this document, "we", "us" and "the RTO" mean the entity that delivers and certifies your course — the issuing RTO is shown on the course page and on your enrolment confirmation.

Introduction

We are committed to providing a safe and respectful learning and working environment. Sexual harassment will not be tolerated under any circumstances. This policy aligns with Outcome Standards 2.5 (Diversity and Inclusion), 2.6 (Wellbeing), and 2.7 (Complaints) of the 2025 Standards for RTOs.

Purpose

To define sexual harassment and outline the process for prevention, response, and resolution of complaints in a way that supports victims, ensures due process, and maintains organisational safety and compliance.

Scope

Applies to all students, staff, contractors, and visitors engaged in any RTO activity, including on campus, online, and at external sites (for example, placements and events).

Definition of sexual harassment

Sexual harassment includes any unwelcome sexual conduct that a reasonable person would consider offensive, humiliating or intimidating. It includes (but is not limited to):

- Comments of a sexual nature.
- Unwanted touching or leering.
- Sexual propositions, jokes, or images.
- Online harassment (emails, social media, SMS).
- Threats, coercion, or quid pro quo demands.
- Criminal conduct (for example, sexual assault, stalking).

Mutual attraction or consensual interactions are not considered harassment unless the conduct becomes unwelcome or coercive.

Policy statement

- All members of our learning and working community have a right to study and work free from sexual harassment.
- All complaints are taken seriously, responded to promptly, and handled with fairness and confidentiality.
- Individuals found to have engaged in sexual harassment may face disciplinary action, including dismissal or course expulsion.
- Managers and supervisors who fail to act on known instances of harassment may be held accountable.

Reporting and complaint resolution

1. Early action

- Where safe and appropriate, individuals may address the issue directly with the person involved.
- Alternatively, or in addition, the complaint may be lodged formally.

2. Formal reporting

- Reports should be made to the Compliance Manager, Director, or another designated officer.
- Complainants may have a support person present throughout the process.
- Alleged perpetrators are entitled to due process and support.

3. Investigation

- A prompt, impartial investigation is conducted under natural justice principles.
- Outcomes are communicated in writing to all parties within a reasonable timeframe.

4. Outcomes and actions

- These may include mediation, formal apology, training, suspension, or termination.
- Reprisal, victimisation or trivialisation of complaints is strictly prohibited.

Confidentiality

Confidentiality will be maintained wherever possible. Information will only be shared where:

- Required to investigate or respond to the complaint.
- Required by law or to mitigate serious risk to individuals or the organisation.

Criminal conduct

Where behaviour may constitute a criminal offence (for example, assault, stalking, indecent acts):

- The matter will be referred to police, and we will cooperate with investigations.
- Internal investigation will proceed alongside external legal processes without interference.

Rights and support

- All parties have the right to a fair process and access to support services.
- Complainants may choose to withdraw or escalate a complaint.
- Students and staff will be referred to appropriate wellbeing services as needed.

Review and education

- We provide training and awareness on respectful conduct and reporting channels.
- Sexual harassment trends and case outcomes are reviewed for continuous improvement.

Review and improvement

This policy is reviewed biennially or as required to ensure alignment with Outcome Standards, legislative changes, and organisational best practice.