

Discrimination, Bullying and Harassment Prevention Policy

Document Owner	Chief Executive Officer		
Responsible Officer	RTOM		
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Related Documents	<i>Access and Equity Policy</i> <i>BTS Privacy Policy</i> <i>Staff Code of Conduct</i> <i>Staff Misconduct Procedure</i> <i>Student Code of Conduct and Misconduct Procedure</i> <i>Complaints and Appeals Policy</i> <i>Student Support Policy</i> <i>Work Health and Safety Policy</i>		
Version	Authorised by	Approved	Effective Date
1.1	Chief Executive Officer	28/05/2025	29/05/2025

1. Context

Barrington Training Services (BTS) is committed to fostering a safe, inclusive, and respectful environment for all employees, students, contractors, and visitors. This policy outlines BTS's approach to preventing and responding to discrimination, bullying, and harassment in compliance with relevant NSW and Commonwealth legislation.

2. Definitions

Discrimination: Treating someone unfairly or less favourably because of a protected attribute (e.g., race, gender, disability, age, religion, sexual orientation).

Vilification: A public act or behaviour that incites hatred, serious contempt or severe ridicule towards a person or group because of a protected characteristic. This includes vilification based on race, religion (including antisemitism), homosexuality, transgender status, or having HIV or AIDS. Antisemitism refers to hostility, prejudice or discrimination against Jewish people based on their religion, ethnicity or cultural identity and is a form of unlawful religious and racial vilification.

Antisemitism: Any form of hostility, prejudice, discrimination or vilification directed against Jewish people because of their religion, ethnicity, cultural identity or ancestry. This includes public acts, statements or behaviour that incite hatred, serious contempt or severe ridicule against Jewish individuals or communities.

Bullying: Repeated, unreasonable behaviour directed at an individual or group that creates a risk to health and safety. This includes verbal abuse, exclusion, intimidation, and undermining.

Barrington Training Services Pty Ltd trading as Be Trained by Barringtons.

RTO code: 91397 **ABN:** 66 102 353 622

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Harassment: Unwelcome conduct that offends, humiliates, or intimidates. This includes sexual harassment, racial vilification, and other forms of targeted hostility.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favours, or other conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated.

Additionally, refer to the *Explanation of Terms* document.

3. Scope

This Policy applies to all individuals involved in BTS activities, including:

- Employees (full-time, part-time, casual)
- Students and trainees
- Contractors and consultants
- Volunteers and work placement participants
- Visitors and clients
- Any person engaged in BTS-related activities, whether on-site, off-site, or online

4. Principles

BTS is committed to upholding the following principles to ensure a safe, respectful, and inclusive learning and working environment:

- **Zero Tolerance.** BTS maintains a zero-tolerance stance toward all forms of discrimination, vilification (including antisemitism), bullying, and harassment. This means that any behaviour that undermines the dignity, safety, or wellbeing of individuals will not be accepted under any circumstances. All allegations will be taken seriously and addressed promptly.
- **Respect and Dignity.** Every individual at BTS, whether staff, student, or visitor, has the right to be treated with respect and dignity. We value diversity and actively promote a culture where differences are acknowledged, respected, and celebrated.
- **Equity and Inclusion.** BTS is committed to creating an equitable environment where everyone has access to the same opportunities and is supported to achieve their full potential. We actively work to remove barriers to participation and success, particularly for individuals from underrepresented or disadvantaged backgrounds.
- **Prevention Through Education.** We believe that education is key to prevention. BTS provides regular training and awareness programs to ensure that all members of our community understand their rights and responsibilities, recognise inappropriate behaviour, and know how to respond effectively.

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- **Early Intervention.** BTS encourages early reporting and resolution of concerns to prevent escalation. We support informal resolution where appropriate and provide clear pathways for formal complaints when necessary.
- **Confidentiality and Privacy.** All reports and investigations will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis and in accordance with privacy laws and the **BTS Privacy Policy**.
- **Procedural Fairness.** All parties involved in a complaint or investigation will be treated fairly and with respect. BTS ensures that processes are transparent, impartial, and consistent with principles of natural justice, in accordance with the **Complaints and Appeals Policy**.
- **No Victimisation.** BTS strictly prohibits victimisation of any individual who raises a concern, makes a complaint, or participates in an investigation. Retaliation of any kind will be treated as a serious breach of this policy.

5. Policy details

BTS is an equal opportunity organisation. We are committed to ensuring that all individuals are treated fairly and equitably based on their skills, qualifications, and performance, without regard to irrelevant personal characteristics such as race, age, sex, marital status, disability, religion, or any other protected attribute.

5.1. Prohibition of Discrimination

- a) BTS strictly prohibits any form of unlawful discrimination. Discrimination occurs when an individual is treated less favourably due to a personal characteristic or belief protected under anti-discrimination legislation. This includes both direct and indirect discrimination in employment, education, and service delivery.
- b) Discrimination is unlawful under both State and Federal legislation, including but not limited to the following grounds:
 - Race or ethnic background
 - Sex or gender identity
 - Pregnancy or potential pregnancy
 - Marital or relationship status
 - Religious or political beliefs
 - Sexual orientation
 - Disability (physical, intellectual, psychiatric, sensory, neurological, or learning)
 - Age

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- Trade union membership or activity
 - Social origin or background
 - Physical appearance
 - Transgender status
- c) Examples of discriminatory behaviour include:
- Making offensive jokes or comments about a person's race, gender, or background
 - Displaying derogatory or offensive images, posters, or messages
 - Judging individuals based on stereotypes rather than merit
 - Undermining someone's authority or performance due to personal bias
- d) All patrons, clients, students, and staff must be treated with respect and dignity. Discrimination in the provision of goods, services, or facilities is strictly prohibited.

5.2. Harassment

- a) Harassment is defined as any unwelcome behaviour that offends, humiliates, or intimidates another person. It may be sexual or non-sexual in nature and can occur as a single incident or a pattern of behaviour. Harassment is unlawful when it is based on protected attributes such as race, sex, age, disability, religion, or sexual orientation.
- b) Harassment may include, but is not limited to:
- Displaying or sharing offensive material (e.g., racist, sexist, ageist, or sexually explicit content) in the workplace or online
 - Making derogatory or stereotypical comments about a person's identity or background
 - Telling inappropriate jokes targeting gender, race, disability, or other protected attributes
 - Isolating, ignoring, or excluding individuals or groups
 - Engaging in unwelcome staring, leering, or suggestive gestures
 - Making intrusive or inappropriate comments about a person's private life
 - Initiating unwanted physical contact or repeated sexual advances
- c) Consent is not required for behaviour to be considered harassment. A single incident may be sufficient to constitute a breach of this policy.

5.3. Bullying

- a) Bullying is defined as repeated, unreasonable behaviour directed toward an individual or group that creates a risk to health, safety, or wellbeing. It can be verbal, physical, social, or psychological in nature and may occur in person, in writing, or online.
- b) Bullying is not limited to overt aggression; it can also include subtle behaviours that isolate, belittle, or undermine a person over time. While a single incident may not constitute bullying, it can still be inappropriate and may breach other BTS policies.

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c) Bullying may include, but is not limited to:

- Verbal abuse: shouting, swearing, or using demeaning language toward a colleague or student.
- Personal attacks: making hurtful or offensive remarks about someone's appearance, background, or personal life.
- Exclusion or isolation: deliberately excluding someone from meetings, conversations, or social activities related to work or study.
- Undermining work performance:
 - i. Assigning meaningless or demeaning tasks unrelated to the person's role.
 - ii. Withholding information necessary for someone to perform their duties.
 - iii. Constantly changing work instructions or deadlines without justification.
- Spreading rumours or gossip: sharing false or malicious information to damage someone's reputation.
- Cyberbullying: sending threatening, abusive, or humiliating messages via email, text, or social media.
- Intimidation: using threats, gestures, or physical posturing to instil fear or assert dominance.
- Micromanagement or excessive supervision: applying unreasonable scrutiny or control over someone's work in a way that is not applied to others.
- Public humiliation: criticising or mocking someone in front of others, including in meetings or group settings.

5.4. Victimisation

Victimisation occurs when a person is treated unfairly because they have made a complaint, supported someone else's complaint, or participated in an investigation. BTS strictly prohibits victimisation and will take disciplinary action against any individual who engages in such conduct.

5.5. Vilification

BTS is committed to providing a safe, inclusive and respectful learning and working environment and does not tolerate vilification in any form. Any conduct by students, staff, contractors or visitors that constitutes vilification, including antisemitism, is strictly prohibited and may result in disciplinary action. The RTO will respond promptly and appropriately to complaints of vilification in accordance with its complaints and grievance procedures and relevant legislation. Under applicable laws, complaints of vilification are made by members of the group alleged to have been vilified.

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5.6. Antisemitism

BTS does not tolerate antisemitism in any form. Any conduct by students, staff, contractors or visitors that constitutes antisemitism is a breach of this policy, is unlawful under relevant anti-discrimination legislation, including the *Combatting Antisemitism, Hate and Extremism (Criminal and Migration Laws) Act 2026*, and may result in disciplinary action in accordance with BTS's policies and procedures.

5.7. Reporting and Response

- a) All reports of discrimination, harassment, or bullying will be taken seriously and handled promptly, confidentially, and impartially, in accordance with the **Complaints and Appeals Policy**. Individuals are encouraged to report concerns through the appropriate channels, including their respective Trainer and Assessor, direct supervisor or manager, HR, or via the BTS Complaint and Appeal Form available on the BTS website.
- b) Students or staff members who feel they have been treated unfairly under this Policy may lodge a complaint or appeal with the Anti-Discrimination Board of NSW, the Australian Human Rights Commission or Fair Work Australia (for staff members only).
- c) BTS has established a **Crisis Committee** to ensure a safe, supportive, and responsive environment for all students and staff. Its primary function is to address complaints, concerns, and reports of incidents that may impact the safety, wellbeing, or mental health of individuals within the organisation.

5.8. Responsibilities

- a) BTS Management and Supervisors
 - Lead by example and model respectful behaviour.
 - Monitor workplace culture and recommend improvements
 - Promote awareness of this policy and ensure access to training and resources.
 - Respond promptly and appropriately to complaints or concerns.
 - Investigate complaints fairly and confidentially
 - Ensure no victimisation occurs as a result of reporting.
- b) Employees and Trainers
 - Treat others with dignity and respect.
 - Refrain from engaging in discriminatory, bullying, or harassing behaviour.
 - Report any incidents or concerns to the BTS Management.
- c) Students and Trainees

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- Respect the rights and dignity of others.
- Report any inappropriate behaviour to a trainer or BTS Management.

5.9. Support Services

- a) BTS is committed to ensuring that all staff, students, and stakeholders have access to appropriate support when dealing with issues related to discrimination, harassment, or bullying. Support services are available both internally and externally to provide guidance, counselling, and resolution pathways.
- b) Internal Support may include:
- Human Resources (HR) Support
 - BTS Management
 - Designated Support Officer
 - Access to the BTS Student Support Services List
- c) External support may include:
- Employee Assistance Program (EAP)
 - Fair Work Ombudsman
 - Anti-Discrimination NSW
 - Australian Human Rights Commission (AHRC)
 - Referral to other external services or counselling

6. Breaches

If an individual is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant legislation and the Code of Conduct and Misconduct Procedure. Breaches of this policy may result in:

- Disciplinary action (e.g., warnings, suspension, termination)
- Staff and Student Misconduct Procedures
- Referral to external authorities where appropriate

7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant Complaints and Appeals Policy, which can be accessed from the BTS website.

8. References

Work Health and Safety Act 2011 (NSW)

Anti-Discrimination Act 1977 (NSW)

Fair Work Act 2009 (Cth)

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Sex Discrimination Act 1984 (Cth)
Racial Discrimination Act 1975 (Cth)
Disability Discrimination Act 1992 (Cth)
Combatting Antisemitism, Hate and Extremism (Criminal and Migration Laws) Act 2026

Document History:

Version	Date	Author	Reason	Sections
0.1	27/05/2025	Ivan Negro	Document Creation	All
1.0	28/05/2025	Allen Barry	CEO Approval	All
1.1	26/02/2026	Ivan Negro	Inclusion of specific definitions and sections on Vilification and Anti-Semitism. Addition of Combatting Antisemitism, Hate and Extremism (Criminal and Migration Laws) Act 2026 reference.	Section 2, 5, 8

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