

# Anti-Discrimination and Harassment

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Blueprint Career Development

## **1 Purpose**

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To foster an environment free from discrimination and harassment for learners and staff, complying with Federal and State legislation. This policy aims to develop management practices that maintain high professional standards to safeguard the interests and welfare of learners and staff.

## **2 Scope**

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This policy applies to learners or potential learners.

## **3 Policy**

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Blueprint Career Development has a zero tolerance for all forms of discrimination, harassment and bullying.

### **DISCRIMINATION**

Discrimination is defined as unfair, unjust or prejudicial treatment or consideration of a person based on the group, class or category, rather than on individual merit.

### **HARASSMENT**

Includes verbal, visual, or physical affronts of an aggressive nature. It is any unwelcome offensive comment or action with offensive connotation that is unsolicited and unreciprocated. Harassment includes, but is not limited to:

- Unwanted physical contact
- Unwelcome verbal comments of an offensive or aggressive nature
- Subtle or explicit demands for or offers of favors.
- Offensive gestures or actions of a sexual nature
- Gratuitous display of sexually explicit material

### **BULLYING**

Defined as the repeated health-endangering mistreatment of a person by a cruel perpetrator. It includes hostile verbal and nonverbal communication, interfering actions, and withholding resources necessary for success.

## 4 Procedure

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If a learner believes that harassment, bullying, or discrimination has occurred, they should follow these steps:

1. Discuss the Issue: Address the problem with an appropriate person following Blueprint Career Development's documented Harassment Procedure.
2. Formal Complaint: If discussing the issue is not appropriate or does not resolve the issue, formally record the grievance and forward it to the Director of Blueprint Career Development.

The complaint should include:

- The specific nature of the grievance
- Parties involved
- Relevant dates
- Actions taken to resolve the issues

Blueprint Career Development will ensure the complainant receives support and confidentiality. The complainant will be contacted within 24 hours of receiving the grievance, and action to resolve the complaint will begin immediately.

If the issue remains unresolved, an external and independent party, such as an industry representative or State Training Authority official, may be involved to negotiate a resolution. If the matter is still unresolved, complainants may be advised to seek legal avenues, the Anti-Discrimination Board, Consumer Affairs, or other appropriate bodies.

Refer to the Access & Equity Policy for additional information.