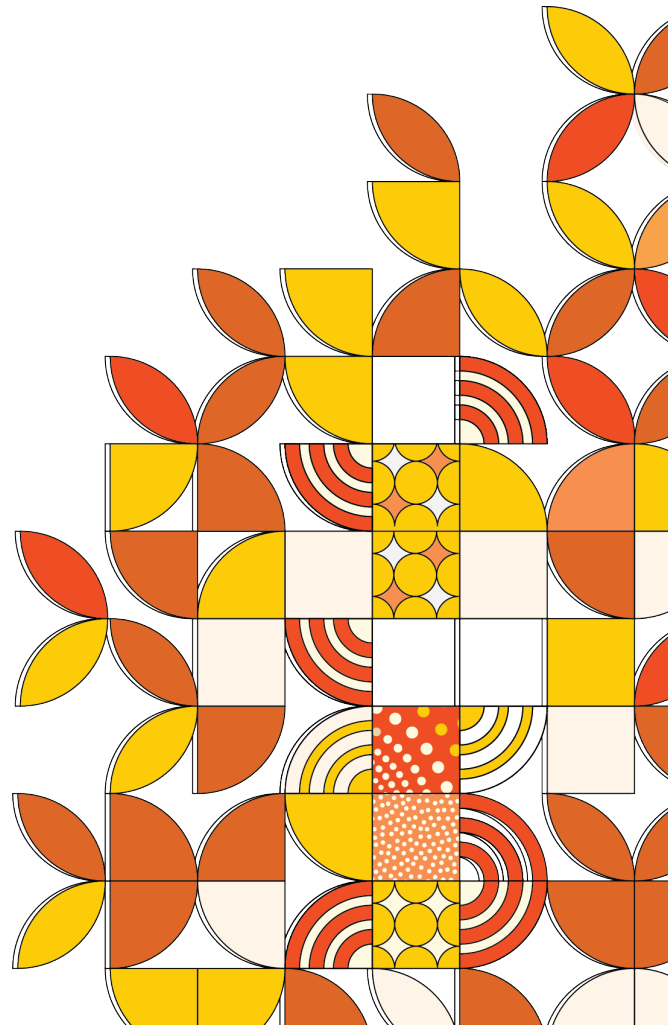


Bullying and Harassment Prevention Policy



SECTION 1

Purpose

1. This policy describes the Institute of Health and Management's (IHM's) principles in providing a positive, safe, and supportive study and work environment, in compliance with the Higher Education Standards Framework and relevant legislation, free from bullying and harassment.
2. IHM will not tolerate any form of bullying or harassment. Such behaviour is unacceptable and may result in disciplinary action.

Scope

3. This Policy applies to all IHM staff, students, contractors, business partners, interns, volunteers and visitors participating in online, on-campus and offshore activities.
4. The Policy applies to any conduct connected to the IHM, including that:
 - 4.1 Occurs on, or in connection with, IHM's property, managed or occupied by the IHM.
 - 4.2 Takes place at or in connection with any IHM-related function, conferences or events.
 - 4.3 Involves any form of contact or communication, whether initiated in person, by phone, fax, cameras, social networking or media, email, SMS communication or any other form of communication means.
 - 4.4 Occurs in connection with the employment or enrolment status of a student or staff member.
5. Bullying and harassment as referred to in this policy include any repeated or unreasonable behaviour that is directed at a person (or group of persons) and that creates a risk to health and safety. Harassment may be based on personal characteristics (such as race, religion, etc.) and is unlawful under anti-discrimination laws.

Definitions

6. For definitions of terms used in this Policy, refer to the procedure and IHM's [Glossary of Terms](#).

Suite documents

7. This Policy is linked to the following procedures:
 - 7.1 Bullying and Harassment Prevention Procedure.
 - 7.2 Student Complaints and Appeals Procedure.
 - 7.3 Staff Complaints and Grievances Procedure.
 - 7.4 Student Non-Academic Misconduct Procedure.
 - 7.5 Other documents as listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy Statements

8. The IHM acknowledges that bullying and harassment are not only against this policy but are also prohibited under law.
9. The IHM will ensure compliance with all relevant Commonwealth and state anti-discrimination and workplace safety laws, as well as the Higher Education Standards Framework (Threshold Standards) 2021, the ESOS Act and National Code 2018 requirements, to provide a safe environment.
10. The IHM will provide appropriate support to any student or staff member who is affected by bullying or harassment. This may include counselling services, academic support, or referrals to external support agencies at no cost to the individual.
11. All reports and investigations of bullying or harassment will be treated with appropriate confidentiality.
12. The process for managing complaints will be fair, impartial, and in line with the *Student Complaints and Appeals Policy* (for students) and the *Staff Complaints and Grievances Procedure* (for staff).
13. No party will be disadvantaged or victimised for lodging a genuine complaint.
14. Any findings of bullying/harassment will be addressed promptly with appropriate remedial or disciplinary action.

Principles

15. The principles of this policy are as follows:
 - 15.1 IHM is committed to creating a safe and inclusive environment, free from discrimination, bullying and harassment.
 - 15.2 All members of the IHM community are expected to behave respectfully and support a culture of fairness and inclusion.
 - 15.3 IHM takes all reports seriously and encourages students and staff to raise concerns without fear of retaliation.
 - 15.4 IHM assists and protects those affected by bullying or harassment and ensures transparent communication throughout the resolution process.
 - 15.5 Vexatious or malicious complaints are treated seriously and may result in disciplinary action.
 - 15.6 IHM delivers education and training to ensure staff and students understand their rights and responsibilities in preventing and responding to inappropriate behaviour.

Education and Training

16. IHM safeguards individuals from bullying, harassment and discrimination by educating, informing, and training all the stakeholders to:

- 16.1 Assess the risk of harm and implement preventative measures.
- 16.2 Articulate and demonstrate clear and uncompromising standards of respectful behaviour.
- 16.3 Address underlying disrespectful attitudes and behaviours.
- 16.4 Be able to define and recognise bullying, discrimination, harassment and Assault.
- 16.5 Respond appropriately to incidents of bullying and harassment.
- 16.6 Collaborate and consult with skilled external agencies.
- 16.7 IHM provides education on this Policy through its Student Orientation and Staff Induction processes.

Disclosure, Reporting and Monitoring

- 17. Anyone who experiences bullying, harassment or discrimination can choose what information they disclose and when.
- 18. IHM initiates a support process once a disclosure is made. Individuals are encouraged to report incidents to the Student Support Services team (for students) or the People and Culture team (for staff).
- 19. Internal investigations may proceed based on victim or witness reports. Third-party reports are accepted but must respect privacy and consent.
- 20. Staff may assist students in lodging a complaint and may do so on their behalf with consent. Reports may be anonymous if preferred.
- 21. A Workplace Incident Reporting Form (IHM Complaints Form) via ELMO must be completed for all reported incidents, and an internal record is maintained following the *Bullying and Harassment Prevention Procedure*.

Response to incidents

- 22. Any form of harassment and bullying may constitute serious non-academic misconduct and lead to disciplinary action under the *Bullying and Harassment Prevention Procedure* and *Student Non-Academic Misconduct Procedure*.
- 23. While informal resolution is preferred, formal action may be taken where:
 - 23.1 There are repeated offences; or
 - 23.2 The alleged behaviour constitutes serious misconduct; or
 - 23.3 The complaint has been made in bad faith; or
 - 23.4 The complainant has been victimised subsequent to a complaint being made.
- 24. Penalties for breaches of this Policy may include, but are not limited to:
 - 24.1 For staff - a directed apology, formal censure, counselling, demotion or dismissal.
 - 24.2 For students - a formal reprimand, fine, suspension or expulsion.

Responsibilities

25. All IHM community members must uphold respectful conduct and report inappropriate behaviour.
26. Staff and students are encouraged to act when they witness bullying or harassment, where it is safe to do so.
27. Reports can be made to the academic dean, supervisors, campus managers, the student support team and the people and culture team. All reports are treated confidentially and without reprisal.
28. Managers and supervisors must ensure awareness of this policy, respond to concerns promptly, and model respectful conduct.
29. Senior management, such as the Chief Executive Officer (CEO), Chief Operational Officer (COO), is responsible for embedding a respectful culture, ensuring policy implementation, and allocating resources for training and support.

Continuous Improvement

30. IHM will regularly review this policy to ensure compliance with evolving legislative and regulatory requirements and related procedures to ensure ongoing compliance with the Higher Education Standards Framework 2021 (HESF) and other legislative/regulatory requirements, and to incorporate best practices in preventing bullying and harassment.
31. Feedback from staff and students, including through surveys and complaints data, informs continuous improvement in supporting wellbeing and safety.

SECTION 3

Associated information

Related Internal Documents	<ul style="list-style-type: none"> • Bullying and Harassment Prevention Procedure • Critical Incident Response Policy • Critical Incident Response Procedure • Cyber Safety and Security Policy • Cyber Safety and Security Procedure • Privacy Policy • Privacy Procedure • Sexual Assault and Harassment Prevention and Response Policy • Sexual Assault and Harassment Prevention and Response Procedure • Social Media Policy • Social Media Procedure • Staff Code of Conduct • Staff Complaints and Grievances Procedure • Student Code of Conduct • Student Code of Conduct Implementation Guidelines • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • Student Non-Academic Misconduct Policy • Student Non-Academic Misconduct Procedure
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Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Tertiary Education and Quality Standards Agency Act 2011 • Higher Education Standards Framework (Threshold Standards) 2021, Domain 2 (Learning Environment), Standards 2.3 (Wellbeing and Safety) • TEQSA Guidance Note: Wellbeing and Safety 2018 • Education Services for Overseas Students Act 2000 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 • Fair Work Act 2009 (Cth) • Fair Work Amendment Act 2013 (Cth) • Work, Health and Safety (National Uniform Legislation) Act 2011 • Different States and Territories' Work, Health and Safety Legislation and Guidelines • Privacy Act 1988 (Cth) • Racial Discrimination Act 1975 (Cth) • Disability Discrimination Act 1992 (Cth) • Australian Human Rights Commission Act 1986 (Cth) • Anti-Discrimination Act 1977 (NSW) • Equal Opportunity Act 2010 (VIC)
Date Approved	06/11/2025
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Approval Authority	Academic Board (endorsed by Board of Directors)
Responsibility for implementation	Academic Dean People and Culture Manager
Document Custodian	Chief Operations Officer
IHM Doc ID	IHM-BHPP1-2.0

Change History

Version Control		Version 2.0
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved, etc.
Version 1.0	19/05/2022	New Policy.
Version 1.1	21/11/2023	The definitions have been relocated to the IHM glossary, and the template has been updated.
Version 2.0	13/05/2025	Updated in new template and logo, and full review after the life cycle.