



## **Anti-Discrimination, Harassment, Bullying, and Workplace Violence Policy**

Guild Training supports the concept of equal opportunity in employment and affirmative action principles. Guild Training is committed to the establishment and maintenance of a supportive and non-discriminatory learning and work environment. Guild Training is committed to ensuring that staff and learners are treated with integrity and respect, recognising that everyone has the right to work and study in an environment free from discrimination, harassment and bullying.

Guild Training will cooperate with federal, state and local government bodies that have the responsibility to observe our actual compliance with various laws relating to employment and enrolment in training courses. Guild Training will furnish such reports, records and other matters as requested in order to foster the program of equal opportunity.

This policy and procedure has been developed by the Pharmacy Guild of Australia as an all-inclusive document for delivery of training and assessment services in the state/territory Branches and should be read in conjunction with the individual state/territory Branch policies and procedures.

### **Procedure: actions and responsibilities**

<b>Action</b>	<b>Responsibility</b>
<p>Guild Training is responsible for providing and maintaining a non-discriminatory learning and work environment and will adhere to the relevant legislation and guidelines on equal employment opportunity and the elimination of unlawful discrimination.</p> <p>Guild Training will implement strategies to eliminate discrimination, harassment and bullying. These include:</p> <ul style="list-style-type: none"><li>• Training and awareness-raising strategies to ensure that all staff and learners are aware of both this policy and the Guild Training complaint and appeals policy for staff and learners</li><li>• Acting against victimisation and;</li><li>• Encouraging the reporting of behaviour which breaches this policy</li><li>• Complaint and appeal procedures which are based on the principles of procedural fairness</li><li>• Treating all complaints in a sensitive, fair, timely and confidential manner.</li></ul> <p>Guild Training will ensure that staff and learners:</p> <ul style="list-style-type: none"><li>• Have access to information about complaint resolution options</li><li>• Are provided with confidential and impartial advice on the options that are available for dealing with complaints of bullying, discrimination, harassment or sexual harassment</li><li>• Receive appropriate support to make informed decisions about how to resolve complaints.</li></ul>	<p>National Secretariat State Branches</p>
<p>Guild Training will fulfill its obligations to learners by ensuring:</p> <ul style="list-style-type: none"><li>• All learners are provided with information about discrimination, harassment and bullying.</li><li>• Learners will be provided with an understanding of Guild Training's complaint resolution process.</li></ul>	<p>National Secretariat State Branches Guild Trainers Learners</p>

<p>Discrimination, harassment and bullying will be communicated to learners using the following methods:</p> <ul style="list-style-type: none"> <li>• Pre-Enrolment Information Guide</li> <li>• Learner handbook</li> <li>• Training Agreement</li> <li>• Guild websites</li> </ul> <p>Learners have a responsibility to ensure:</p> <ul style="list-style-type: none"> <li>• Their behaviour is appropriate and consistent with equal opportunity and anti-discrimination principles</li> <li>• Their actions do not negatively affect another learner or staff member's career, health or well-being and are at all times consistent with Guild Training's Code of Conduct</li> <li>• They do not condone bullying, discrimination, harassment or sexual harassment by not reporting any incidents they observe.</li> </ul>	<p>National Secretariat State Branches Guild Trainers Learners</p>
<p>Guild Training staff will meet their anti-discrimination, harassment and obligations by ensuring:</p> <ul style="list-style-type: none"> <li>• All learners are treated equitably with regard to enrolment, instruction and assessment.</li> <li>• All members of Guild Training staff are responsible for ensuring that their own behaviour contributes to an environment which is free from discrimination and harassment.</li> <li>• Managers and supervisors have a particular responsibility to ensure that the workplace is free from discrimination and discriminatory harassment, and that relevant policies and guidelines with regard to the resolution of complaints are followed.</li> <li>• Guild staff can access to training on Discrimination, Bullying and Harassment through the online platform.</li> </ul>	<p>National Secretariat State Branches</p>

#### **Associated documentation**

Pre-Enrolment Information Guide  
Learner handbook  
Staff induction manual  
Access and equity – information sheet  
Training Agreement  
Complaints form  
Complaints register  
Guild websites

#### **Related topics**

Complaints and appeals

#### **References**

#### **Authority**

National Training Manager – 12.02.2009  
National Training Manager – 15.06.2010  
National Training Manager – 29.07.2011  
Academy Compliance Manager – 18.10.2013  
Academy Compliance Manager – 17.06.2014  
Head – Guild Pharmacy Academy – 09.07.2016  
Head – Guild Learning and Development – 04.05.2017