



### Purpose

To ensure all students are secure from all forms of bullying and harassment during training

### Scope

This policy applies to all team members and students.

### Policy

All students will receive a Student Induction Handbook at induction, which provides further information and instruction on dealing with the following policies.

#### 1. Practical Jokes

Practical jokes and horseplay may result in injury and are strictly forbidden.

A workplace/classroom is **not** the place in which to engage in practices such as pulling out chairs, dropping or throwing objects etc.

Disciplinary action in conjunction with the employer will be taken with students who are observed undertaking such dangerous practices, as TexSkill has a duty to safeguard the welfare of all students.

#### 2. Bullying

Bullying any student will not be tolerated.

If students believe they are being bullied whilst undertaking training they should talk to their trainer, or if the trainer is the one bullying them, the TexSkill CEO who will address the matter immediately.

Management will treat all reports of bullying with a high regard to privacy and integrity and investigate in an unbiased and compassionate manner. External investigators may be used to consider allegations of bullying.

#### 3. Sexual Harassment

No student at TexSkill Limited should be exposed to unwanted, continuing sexual advances, comments or innuendo (ie sexual harassment). If a student feels that they are being exposed to sexual harassment

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then they must talk to their trainer immediately. Should any harassment be through the trainer then they can talk to the CEO or someone they are comfortable with, who can act on their behalf.

Management will treat all reports of sexual harassment with a high regard to privacy and integrity and investigate in an unbiased and compassionate manner. External investigators may be used to consider allegations of sexual harassment.

### 4. Discrimination

No student at TexSkill Limited should be exposed to any form of discrimination. If a student feels that they are being discriminated against then they must talk to their trainer immediately. Should any discrimination be through the trainer then they can talk to the CEO or someone they are comfortable with, who can act on their behalf.

Management will treat all reports of discrimination with a high regard to privacy and integrity and investigate in an unbiased and compassionate manner. External investigators may be used to investigate claims of discrimination.

Suitable follow up support and/or disciplinary action will follow all proven cases of bullying, harassment or discrimination.

### Management Responsibility

CEO

### Implementation Responsibility

Trainer

### Reference

Student Induction Handbook