

Fair Work Act 2009 (Cth)

Sexual Harassment Act 1992 (Cth)

Education and Care Services National Law (Application) Act 2011 (Tas)

Education and Care Services National Regulations

Privacy Act 1998 (Cth)

(Cth)

3. Objectives

The objective of this policy is to support a harmonious, fair and just working and learning environment by ensuring that staff, students, parents/carers and the School community have access to processes that allow for grievances, disputes, problems and complaints to be resolved.

The School believes that all managers and supervisors have an obligation and responsibility to proactively promote a workplace free of bullying and intimidation, irrespective of the parties involved. All complaints and grievances will be dealt with in a supportive environment without victimisation or intimidation by anyone connected with the grievance, either during or subsequent to

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| Harassment | Unwelcome behaviour that makes a person feel belittled, intimidated, offended or apprehensive, and that a reasonable person, taking into account all the circumstances, would expect to cause offence, intimidation or apprehension. |
| The Hutchins School community | For the purpose of this policy, The Hutchins School community refers to alumni, associations (including, but not limited to, the Hutchins School Old Boys Association and the Parents Association), governing bodies (such as The Hutchins School Board), volunteers, contractors and sub-contractors of the School. Parents, carers and families are also covered by this designation. |
| Victimisation | <p>Punishing, or threatening to punish someone. It is against the law to punish, or threaten to punish someone because they have:</p> <ul style="list-style-type: none"> • asserted their rights under equal opportunity law; • made a complaint; • helped someone else make a51 g 68.04 668.28 229.4.6 ()5.37211.5 ()15.3 (S)-8.6 (c)-11.5 (hool)9 |

Conflict of interest

Where it may be demonstrated that there is a conflict of interest, or where a potential conflict of interest may be perceived with respect to the person responsible for mediation, or any other of the complaint resolution processes detailed within this policy and its associated procedures, complainants and respondents have the right to request alternate personnel, or to move to the next step in the [Complaints and Grievances Procedure](#).

The Complaints and Grievances Form

The [Complaints and Grievances Form](#) serves as a single point of entry for all complaints and grievances that have

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept in SharePoint Online in read-only in PDF form. All printed copies are uncontrolled.

8. Policy owner

Headmaster

9. Review Details

| Date | Version | Description of changes |
|------------|---------|--|
| 01/06/2020 | 2.0 | Complete rewrite of policy; full textual review, review by Policy & Planning committee, Board endorsement. |
| 01/02/2021 | 2.05 | Textual review; no procedural or policy changes made. |
| 1/3/3021 | 2.06 | Updated supporting/related documents; minor textual changes to ensure consistency with policy body. |
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