



## **Anti-Vilification, Racism and Antisemitism Policy**

*(Staff and Student Conduct Policy)*

### Table of Contents

1. Purpose .....	2
2. Legislative Framework.....	2
3. Scope .....	2
4. Policy Statement .....	3
5. Definitions .....	3
6.1 Prevention Principles .....	6
6.2 Support Principles .....	6
6.3 Disclosure and Reporting Principles .....	7
6.4 Response Principles .....	7
6.5 Record-Keeping Principles .....	7
7. Staff Code of Conduct .....	8
Step 1 – Informal Resolution.....	9
Step 2 – Formal Complaint.....	9
Step 3 – External Complaint.....	9
10. External Support and Referral Services .....	9
11. Compliant Investigation Procedure .....	10
12. Prevention and Education.....	11
13. Confidentiality and Protection.....	11
14. Roles and Responsibilities Matrix.....	11
15. Policy Review .....	13

## 1. Purpose

Brighton Institute of Technology (BIT) is committed to maintaining a **safe, respectful and culturally inclusive learning environment** where students, staff and visitors are protected from discrimination, racism, antisemitism and vilification.

The purpose of this policy is to:

- a. Prevent discrimination and hate-based behaviour
- b. Promote cultural respect and diversity
- c. Provide clear reporting and response mechanisms
- d. Support individuals affected by racism or antisemitism
- e. Align institutional practices with Australian human rights frameworks.

Racism and discrimination are unlawful in many circumstances in Australia and individuals have the right to equal protection from discrimination and vilification.

## 2. Legislative Framework

This policy aligns with the following legislation and regulatory frameworks:

- i. **Commonwealth**
  - a. Racial Discrimination Act 1975
  - b. Australian Human Rights Commission Act 1986
- ii. **Victoria**
  - a. Equal Opportunity Act 2010
  - b. Racial and Religious Tolerance Act 2001
  - c. Charter of Human Rights and Responsibilities Act 2006

The Racial and Religious Tolerance Act acknowledges that racial and religious vilification diminishes dignity and sense of self-worth and belonging to the community. The Racial and Religious Tolerance Act prohibits conduct that incites hatred or serious contempt against individuals because of their race or religion.

## 3. Scope

- i. This policy applies to:
  - a. All BIT staff
  - b. Trainers and assessors
  - c. Contractors and consultants
  - d. VET Students and course participants
  - e. Agents and third-party providers
  - f. Visitors attending BIT activities.
- ii. The policy applies to behaviour occurring:



- a. On campus
- b. During training delivery
- c. Online learning platforms
- d. Work placements
- e. Industry training sites
- f. Student events
- g. Social media associated with BIT.

If reported behaviour does not have the requisite connection to BIT, BIT will provide support and guidance about accessing relevant external support services.

## 4. Policy Statement

- i. Brighton Institute of Technology has **zero tolerance for**:
  - a. Racism
  - b. Antisemitism
  - c. Religious discrimination
  - d. Harassment
  - e. Hate speech
  - f. Vilification
  - g. Cultural discrimination.
- ii. All members of the college have a right to work, study or participate in an environment free from Discrimination, Harassment and Bullying behaviours. Bullying, Harassment, and Discrimination, including Racism, or Vilification of members of BIT will not be tolerated. BIT commits to:
  - a. fostering the environment of respect and cultural understanding
  - b. developing and maintaining an inclusive and harmonious environment where all members of BIT feel welcome
  - c. ensuring equality and fairness
  - d. supporting individuals impacted by discrimination
  - e. develop and implement a range of prevention, support and response strategies to minimise the risks to BIT's Community of experiencing any of the above
  - f. promoting awareness through education.

The Australian Human Rights Commission promotes and protects human rights and assists with resolving complaints of discrimination and racial hatred.

## 5. Definitions

### a. Racism

Racism is a form of discrimination where a person or group of people are treated unequally because they belong (or appear to belong) to a particular ethnic group or race. Racism is based on the idea

that some races are superior to others. Racism is always accompanied by power – the power to discriminate against others.

Examples include:

- racial slurs
- stereotyping
- exclusion
- humiliation
- harassment.

Race is not a biological or genetic fact. It is an idea created to sort people into 'racial groups' by:

- their skin colour or other physical traits
- the language they speak
- their cultural practices
- their religion.

## **b. Antisemitism (Universities Australia)**

“Antisemitism is discrimination, prejudice, harassment, exclusion, vilification, intimidation or violence that impedes Jews’ ability to participate as equals in educational, political, religious, cultural, economic or social life. It can manifest in a range of ways including negative, dehumanising, or stereotypical narratives about Jews. Further, it includes hate speech, epithets, caricatures, stereotypes, tropes, Holocaust denial, and antisemitic symbols. Targeting Jews based on their Jewish identities alone is discriminatory and antisemitic.

“Criticism of the policies and practices of the Israeli government or state is not in and of itself antisemitic. However, criticism of Israel can be antisemitic when it is grounded in harmful tropes, stereotypes or assumptions and when it calls for the elimination of the State of Israel or all Jews or when it holds Jewish individuals or communities responsible for Israel’s actions. It can be antisemitic to make assumptions about what Jewish individuals think based only on the fact that they are Jewish.

“All peoples, including Jews, have the right to self-determination. For most, but not all Jewish Australians, Zionism is a core part of their Jewish identity. Substituting the word “Zionist” for “Jew” does not eliminate the possibility of speech being antisemitic.”

## **c. Vilification (As per Victorian Equal Opportunity and Human Rights Commission)**

Vilification is behaviour that incites hatred, serious contempt for, revulsion or severe ridicule of a person or group of people because of their race or religion. Behaviour that is likely to be racial or religious vilification

Behaviour that could be vilification includes:

- speaking about a person’s race or religion in a way that could make other people hate or ridicule them
- publishing claims that a racial or religious group is involved in serious crimes without any proof
- repeated and serious spoken or physical abuse about the race or religion of another person

- encouraging violence against people who belong to a particular race or religion, or damaging their property
- encouraging people to hate a racial or religious group using flyers, stickers, posters, a speech or publication, or websites, email or social media.
- It is also against the law to give permission or help someone to vilify others.

For more information : <https://www.humanrights.vic.gov.au/legal-and-policy/victorias-human-rights-laws/racial-and-religious-tolerance-act/>

#### **d. Harassment**

Harassment is any type of unwanted behaviour that offends, humiliates or intimidates a person.

Harassment can include behaviour such as:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails or text messages
- displaying racially offensive or pornographic images
- making derogatory comments or taunts about a person's disability, or
- asking intrusive questions about someone's personal life.

#### **e. Discrimination**

This is when a person is treated less favourably based on protected attributes such as:

- sex, gender or sexual orientation
- pregnancy or marital status
- race
- religious belief or activity
- disability
- age.

The law has specific provisions relating to sexual harassment, racial hatred, and disability harassment.

#### **f. Bullying**

Bullying is defined in Australian workplace law as 'repeated unreasonable behaviour towards another person or group which creates a risk to health and safety.'

Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse. It can include:

- physical or verbal abuse
- yelling, screaming or offensive language
- excluding or isolating employees
- psychological harassment
- intimidation

- assigning meaningless tasks unrelated to the job
- giving employees impossible jobs
- deliberately changed work rosters to inconvenience particular employees
- undermining work performance by deliberately withholding information vital for effective work performance.

## 6. Principles

Brighton Institute of Technology (BIT) adopts the following guiding principles to ensure a safe, respectful and inclusive learning and working environment. These principles guide the prevention, reporting, management and documentation of incidents involving racism, antisemitism, vilification or discrimination.

These principles reflect best-practice approaches recommended by the **Australian Human Rights Commission**, which emphasises prevention, support and fair responses when addressing racism and discrimination.

### 6.1 Prevention Principles

BIT is committed to preventing racism, antisemitism, vilification and discrimination through proactive education, awareness and inclusive practices.

To support prevention:

- a. BIT will promote a culture of respect, dignity and inclusion for all students, staff and visitors.
- b. Cultural diversity will be recognised and valued in learning environments.
- c. Staff will receive training in cultural awareness, respectful communication and responding to discrimination.
- d. Students will be informed during orientation about acceptable behaviour and expectations under the Student Code of Conduct.
- e. Policies addressing discrimination and harassment will be communicated clearly and regularly to the BIT community.
- f. Learning environments will encourage open dialogue, mutual respect and intercultural understanding.

Preventative approaches aim to reduce the likelihood of discrimination occurring and foster an inclusive educational community.

### 6.2 Support Principles

BIT recognises that individuals who experience racism or discrimination may experience emotional, psychological or social distress.

To ensure appropriate support:

- a. Individuals affected by racism or antisemitism will be treated with respect, empathy and sensitivity.
- b. Support services will be made available to students and staff who experience or witness discrimination.

- c. Individuals will be informed of their rights and available support options.
- d. BIT will provide information about external support organisations, including counselling and human rights bodies.
- e. Support will be provided regardless of whether the individual chooses to make a formal complaint.
- f. Confidentiality will be maintained wherever possible.

These measures ensure that affected individuals feel safe and supported throughout the reporting or resolution process.

## 6.3 Disclosure and Reporting Principles

BIT encourages individuals to report incidents of racism, antisemitism, vilification or discrimination. Reporting processes will be guided by the following principles:

- a. Reporting procedures will be accessible, transparent and clearly communicated.
- b. Individuals will be able to raise concerns through informal or formal reporting channels.
- c. Reports will be taken seriously and handled respectfully.
- d. Individuals making reports will not be subject to victimisation or retaliation.
- e. Anonymous reporting may be permitted where appropriate.
- f. Individuals will be informed of internal and external complaint options.

External complaint bodies such as the **Victorian Equal Opportunity and Human Rights Commission** may also receive discrimination complaints and provide dispute resolution services.

## 6.4 Response Principles

BIT will respond to reports of racism, antisemitism or discrimination in a fair, consistent and timely manner.

Responses will be guided by the following principles:

- a. Complaints will be assessed promptly and impartially.
- b. Investigations will follow procedural fairness and natural justice.
- c. All parties will be treated respectfully during the investigation process.
- d. Appropriate action will be taken where misconduct is substantiated.
- e. Responses will be proportionate to the severity of the behaviour.
- f. BIT will prioritise the safety and wellbeing of affected individuals.
- g. Education and restorative approaches may be used where appropriate.

Disciplinary actions may include warnings, mediation, training requirements, suspension or termination depending on the nature of the incident.

## 6.5 Record-Keeping Principles

BIT will maintain appropriate records of reported incidents to support accountability, transparency and continuous improvement.



Record-keeping will be guided by the following principles:

- a. Incidents will be documented in an Incident Register or Complaint Register.
- b. Records will include details of the report, investigation, outcomes and actions taken.
- c. Documentation will be maintained in accordance with privacy and confidentiality requirements.
- d. Access to records will be restricted to authorised personnel.
- e. Data may be analysed to identify trends and inform prevention strategies.
- f. Records will be retained in accordance with BIT's records management and compliance obligations.

Effective record-keeping supports organisational learning, risk management and compliance monitoring.

## 7. Staff Code of Conduct

Staff must:

### **Promote Inclusion**

- a. encourage respectful dialogue
- b. support diverse cultural perspectives
- c. promote inclusive learning environments.

### **Demonstrate Professional Behaviour**

Staff must not:

- a. engage in racist remarks
- b. distribute discriminatory material
- c. tolerate harassment or discrimination.

### **Respond to Incidents**

Staff must:

- a. intervene when safe to do so
- b. report incidents
- c. support affected individuals.

## 8. Student Code of Conduct

Students must:

- a. treat others with respect and dignity
- b. respect cultural and religious diversity
- c. avoid discriminatory behaviour.

Students must not:

- a. use racist language



- b. engage in hate speech
- c. bully or intimidate others.

Students who breach this code may face disciplinary action.

## 9. Reporting Racism or Antisemitism

If racism occurs, individuals may:

### Step 1 – Informal Resolution

- a. speak with trainer or student services.

### Step 2 – Formal Complaint

Submit complaint to:

- a. Student Services
- b. Compliance Manager
- c. CEO.

### Step 3 – External Complaint

Individuals may submit complaints to:

#### **Australian Human Rights Commission**

The Commission investigates complaints relating to discrimination and racial hatred and attempts to resolve them through conciliation.

Complaints are **free and can be submitted online or in writing**.

## 10. External Support and Referral Services

Experiencing racism can be emotionally distressing, and individuals may require legal or counselling support.

BIT may refer individuals to the following organisations.

#### **a. Australian Human Rights Commission**

Investigates complaints regarding:

- racial discrimination
- racial hatred
- human rights breaches.

Phone: **1300 369 711**

Email: [reception@humanrights.gov.au](mailto:reception@humanrights.gov.au)

The Commission attempts to resolve complaints through conciliation processes.

#### **b. Victorian Equal Opportunity and Human Rights Commission**



Provides:

- information on discrimination laws
- dispute resolution
- complaint handling services.

Phone: **1300 292 153**

Email: [enquiries@veohrc.vic.gov.au](mailto:enquiries@veohrc.vic.gov.au)

Complaints can be made online or via email and interpreter services are available if required.

### c. **Community Legal Support**

#### **Community Legal Centres**

Provide free legal advice regarding discrimination and human rights matters.

Example:

- i. **WEstjustice Community Legal Centre**  
Phone: 03 9749 7720

Community legal centres support individuals experiencing discrimination and help navigate legal options.

- ii. **Mental Health and Wellbeing Support**

#### **Beyond Blue**

24-hour mental health support.

Phone: **1300 224 636**

#### **Lifeline**

Crisis support.

Phone: **13 11 14**

These services provide counselling for individuals experiencing distress following discrimination incidents.

For further information on Support Services from Australian Human Rights Commission - <https://humanrights.gov.au/resource-hub/by-resource-type/projects2/responding-racism-and-support-services-people-who-have>

## 11. Compliant Investigation Procedure

BIT will:

- a. acknowledge complaint within **5 working days**
- b. conduct investigation
- c. ensure procedural fairness
- d. maintain confidentiality.



Possible outcomes:

- a. mediation
- b. written warning
- c. behavioural training
- d. disciplinary action
- e. suspension
- f. termination of employment.

## 12. Prevention and Education

BIT will promote awareness through:

- a. anti-racism education
- b. cultural awareness training
- c. diversity workshops
- d. student orientation programs.

The Australian Human Rights Commission promotes national anti-racism frameworks encouraging organisations to implement policies and education initiatives.

## 13. Confidentiality and Protection

BIT will:

- a. protect confidentiality
- b. prevent retaliation
- c. ensure fairness in investigations.

Victimisation for making a complaint is unlawful.

## 14. Roles and Responsibilities Matrix

Role	Key Responsibilities
<p><b>Chief Executive Officer (CEO)</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership and strategic direction to ensure BIT maintains a safe, inclusive and respectful learning and working environment.</li> <li>• Ensure policies addressing racism, antisemitism, discrimination and harassment are developed, implemented and regularly reviewed.</li> <li>• Allocate resources for training, awareness programs and student support services.</li> <li>• Ensure compliance with relevant legislation and regulatory requirements.</li> <li>• Promote a culture of zero tolerance toward discrimination and vilification.</li> </ul>

Role	Key Responsibilities
<b>Compliance Officer</b>	<ul style="list-style-type: none"> <li>• Maintain and review policies relating to discrimination, harassment and cultural safety.</li> <li>• Ensure policies align with relevant legislation and regulatory standards.</li> <li>• Manage complaints related to racism, antisemitism or discrimination. Maintain incident and complaint registers.</li> <li>• Conduct investigations in accordance with procedural fairness and natural justice.</li> <li>• Monitor trends and provide recommendations for prevention strategies. Provide guidance to staff on appropriate responses to incidents.</li> </ul>
<b>Admin Manager/CEO</b>	<ul style="list-style-type: none"> <li>• Ensure trainers and assessors maintain inclusive and culturally respectful learning environments.</li> <li>• Address inappropriate behaviour within classrooms or training environments.</li> <li>• Support trainers in responding to incidents involving discrimination.</li> <li>• Ensure staff understand reporting procedures.</li> </ul>
<b>Trainers and Assessors</b>	<ul style="list-style-type: none"> <li>• Model respectful and inclusive behaviour in all training activities.</li> <li>• Promote cultural awareness and respect among students.</li> <li>• Address inappropriate behaviour in the classroom or training environment where safe to do so.</li> <li>• Report incidents of racism, antisemitism, harassment or discrimination to management.</li> <li>• Support students who may experience discrimination and refer them to appropriate support services.</li> </ul>
<b>Administrative Staff / Student Support Staff</b>	<ul style="list-style-type: none"> <li>• Provide information about complaint procedures and support services.</li> <li>• Maintain confidentiality when handling complaints.</li> <li>• Assist students in accessing support services where required.</li> <li>• Report incidents to appropriate management personnel.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Treat staff, fellow students and visitors with respect and dignity.</li> <li>• Respect cultural, ethnic and religious diversity.</li> <li>• Refrain from engaging in discriminatory, racist or antisemitic behaviour.</li> <li>• Report incidents of discrimination or harassment where safe to do so.</li> </ul>



Role	Key Responsibilities
	<ul style="list-style-type: none"><li>• Cooperate with investigations when required.</li></ul>
<b>Visitors / Third-Party Partners</b>	<ul style="list-style-type: none"><li>• Comply with BIT policies and behavioural expectations while engaging with the organisation.</li><li>• Respect cultural diversity and maintain professional behaviour when interacting with staff or students.</li></ul>

## 15. Policy Review

This policy will be reviewed:

- every **two years**
- following legislative changes
- after major incidents.



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