

Anti-Discrimination, Vilification and Inclusion Policy



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Document Number	Anti-Discrimination Policy v2.0
Replaces	Anti-Discrimination v1.1 (March 2023)
Date	22/03/2026
Owner	Principal Executive Officer
Review Cycle	Annual
Applicable To	All staff, students, contractors, agents, and visitors across all campuses

Purpose

As part of its commitment to fair treatment for staff and students, Shafston International College promotes equality of opportunity and is committed to protecting all persons from unlawful discrimination, sexual harassment, vilification, and bullying. This policy applies to all staff, students, contractors, education agents, and visitors across all Shafston campuses (Brisbane, Gold Coast, and Sydney).

This policy supports Shafston's obligations under the 2025 Standards for Registered Training Organisations, including Outcome Standard 2.5 (Diversity and Inclusion) and Outcome Standard 2.6 (Wellbeing), as well as applicable Commonwealth and state anti-discrimination legislation.

Legislative Context

- Queensland Anti-Discrimination Act 1991
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Age Discrimination Act 2004
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Australian Human Rights Commission Act 1986
- 2025 Standards for RTOs — Outcome Standards 2.5 (Diversity and Inclusion) and 2.6 (Wellbeing)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Equal Opportunity

Shafston is an equal opportunity employer and education provider. All employees and students are treated on their merits, without regard to race, age, sex, relationship status, or any other factor not applicable to their role or studies.

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Shafston believes that all employees and students should be able to work and study in an environment free of discrimination, victimisation, sexual harassment, bullying, and vilification. These behaviours are unacceptable and will not be tolerated under any circumstances.

Discrimination in employment or education on the following grounds is against the law:

- Sex, relationship status, pregnancy, parental status, breastfeeding
- Age
- Race, colour, descent, national or ethnic origin
- Religion, religious belief, or religious activity
- Political belief or activity
- Trade union activity
- Lawful sexual activity, sexual orientation, gender identity
- Impairment or disability
- Family responsibilities
- Association with a person who has any of the attributes listed above

Federal anti-discrimination legislation also prohibits discrimination on the basis of criminal record, medical record, or social origin.

What is Discrimination?

Discrimination occurs when someone is treated unfavourably because of a protected attribute. Examples include:

- Making offensive comments about a person's racial or ethnic background, sex, sexual orientation, age, religion, or disability;
- Expressing negative stereotypes about particular groups;
- Judging someone on their political or religious beliefs rather than their performance;
- Using selection processes based on irrelevant attributes such as age, race, or disability rather than skills and merit.

What is Sexual Harassment?

Sexual harassment is any form of unwelcome sexual attention. It includes unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for sex, or the display of offensive materials such as pictures, posters, or digital content.

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Sexual harassment is against the law wherever and whenever it occurs. Shafston will not tolerate sexual harassment in the workplace, in training environments, or in any work- or study-related context such as conferences, excursions, work placements, or social functions.

Sexual harassment has nothing to do with mutual attraction. Such relationships are a private matter. All employees and students are responsible for their own behaviour.

What is Vilification?

Vilification is behaviour that:

1. happens in a public place (workplaces and educational environments are considered public places); and
2. incites others to hate, to have serious contempt for, or to severely ridicule individuals or groups because of their race, religion, sexuality, or gender identity.

Vilification on the basis of a person's race, religion, gender identity, or sexuality is unlawful under the Queensland Anti-Discrimination Act 1991.

This includes, but is not limited to:

- Antisemitism — hostility, prejudice, or hatred directed against Jewish people on the basis of their religion, ethnicity, or identity;
- Islamophobia — hostility, prejudice, or hatred directed against Muslim people on the basis of their religion or perceived religion;
- Racial vilification — inciting hatred against any person or group based on their race, colour, descent, or national or ethnic origin;
- Religious vilification — inciting hatred against any person or group based on their religious belief, affiliation, or practice;
- Any other form of vilification targeting a person or group based on a protected attribute.

Examples of vilification in the workplace or educational setting include:

- Placing posters, stickers, or digital content that incites hatred based on race, religion, sexuality, or gender identity;
- Hate graffiti or symbols in any Shafston facility;
- Wearing symbols, badges, or clothing with slogans that incite hatred;
- Verbal abuse or speeches that encourage others to hate people because of their race, religion, sexuality, or gender identity;
- Sharing vilifying content through social media, messaging apps, or email, including in private groups where Shafston staff or students are present.

What is Bullying?

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Bullying is repeated, unreasonable behaviour directed toward an individual or group that creates a risk to health and safety. It includes verbal abuse, intimidation, exclusion, and spreading malicious rumours. A single incident of sufficiently serious conduct may also constitute bullying.

Bullying may occur in person, online (cyberbullying), or through any communication channel. Shafston does not tolerate bullying in any form.

Victimisation

Victimisation occurs when a person is treated unfavourably because they have made a complaint, agreed to be a witness, or have had a complaint made against them.

Victimisation is against the law. Shafston will not tolerate any form of retaliation against a person who reports discrimination, harassment, vilification, or bullying in good faith.

Vicarious Liability

Under state anti-discrimination law, Shafston can be held liable for discrimination, sexual harassment, vilification, or bullying that occurs in the workplace or educational environment, unless it can demonstrate that it has taken reasonable steps to prevent such conduct.

Managers, supervisors, trainers, and assessors must ensure that all employees and students are treated fairly and are not subjected to any of these behaviours. They must also ensure that persons who make complaints, or who are witnesses, are not victimised in any way.

Responsibilities

- **All staff and students:** Treat others with dignity and respect. Do not engage in discrimination, harassment, vilification, or bullying. Report any incidents promptly.
- **Managers and supervisors:** Model respectful behaviour. Take all complaints seriously. Ensure staff and students are aware of this policy. Take prompt action when issues are reported.
- **Trainers and assessors:** Maintain an inclusive and respectful learning environment. Be alert to vilification, discrimination, or bullying among students and take appropriate action.
- **Education agents:** Must not engage in or facilitate any form of discrimination or vilification when recruiting or advising prospective students on behalf of Shafston.
- **Principal Executive Officer:** Ensure this policy is implemented, communicated, and reviewed. Oversee the investigation of complaints.

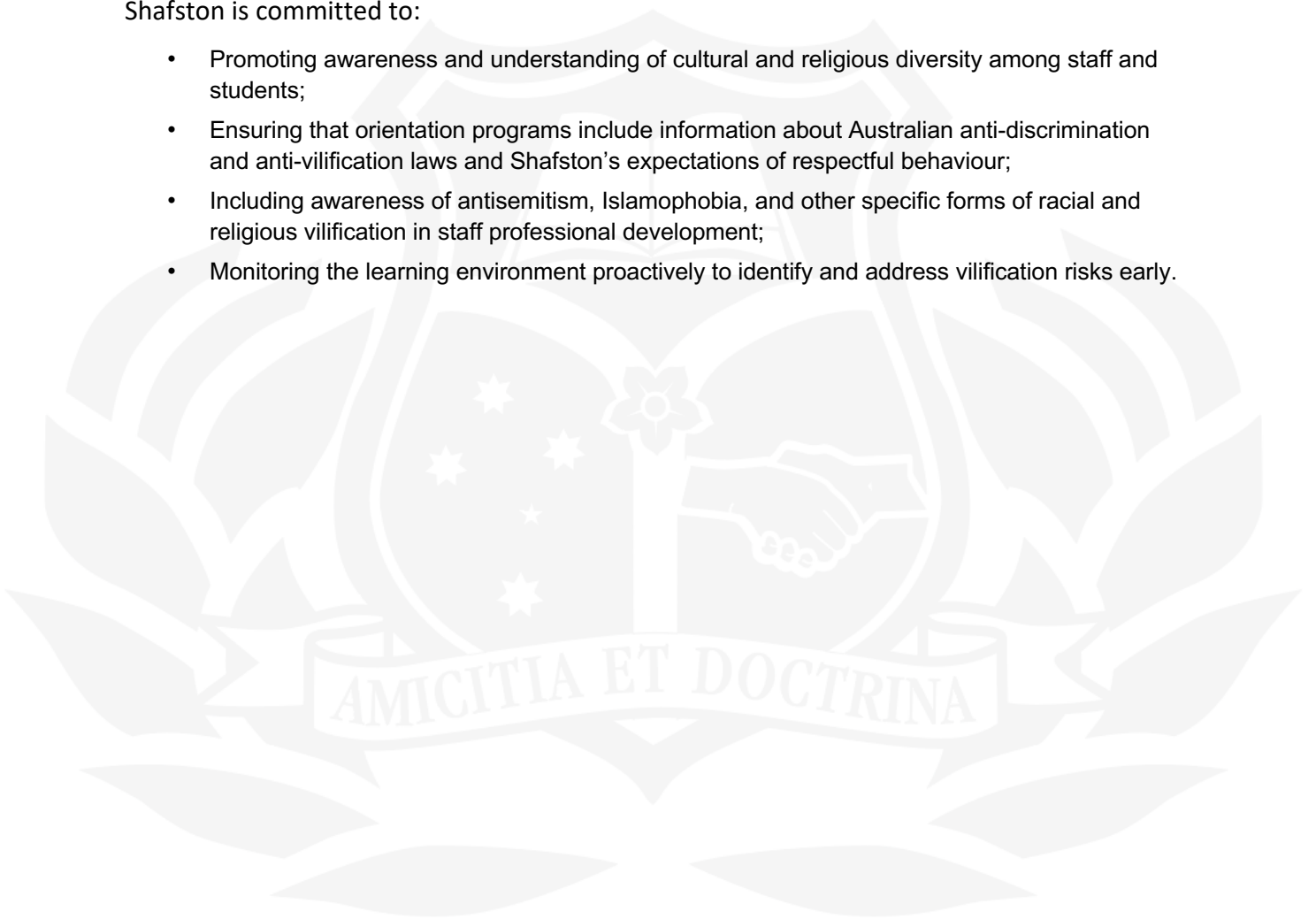
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Shafston's Commitment as an International College

As an international education provider (CRICOS 03917H) enrolling students from diverse cultural, ethnic, and religious backgrounds, Shafston recognises the importance of fostering a safe, welcoming, and inclusive environment where all students feel respected regardless of their origin, beliefs, or identity.

Shafston is committed to:

- Promoting awareness and understanding of cultural and religious diversity among staff and students;
- Ensuring that orientation programs include information about Australian anti-discrimination and anti-vilification laws and Shafston's expectations of respectful behaviour;
- Including awareness of antisemitism, Islamophobia, and other specific forms of racial and religious vilification in staff professional development;
- Monitoring the learning environment proactively to identify and address vilification risks early.



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What to Do If You Experience Discrimination, Harassment, Vilification or Bullying

There are a number of options. Choose the course of action you feel most comfortable with. Do not ignore discrimination, sexual harassment, vilification, or bullying — it often gets worse if not addressed.

Option 1: Report to Shafston

Contact one of the following nominated persons:

Role	Contact	Email / Phone
Complaints Officer	Academic Manager (or delegate)	info@shafston.edu
Escalation	Principal Executive Officer	ceo@shafston.edu

All reports will be treated seriously and investigated promptly, confidentially, and impartially.

Option 2: External complaint

You may also lodge a complaint with an external body:

- Anti-Discrimination Commission Queensland: 1300 130 670 | www.adcq.qld.gov.au
- Australian Human Rights Commission: 1300 656 419 | www.humanrights.gov.au
- For international students: contact the Overseas Students Ombudsman at www.ombudsman.gov.au

Option 3: Contact police

If you feel unsafe or believe a criminal offence has occurred, contact the police immediately (000 for emergencies, or your local police station).

Consequences

Any report of discrimination, victimisation, sexual harassment, vilification, or bullying will be treated seriously and investigated promptly, confidentially, and impartially. Disciplinary action will be taken against anyone found to have engaged in such conduct.

For staff, consequences may include: formal warning, counselling, demotion, or dismissal, depending on the circumstances.

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For students, consequences may include: formal reprimand, suspension, cancellation of enrolment without refund, or referral to police, depending on the severity and frequency of the conduct.

Shafston is committed to providing an environment which is safe for all staff and students. No person will be disadvantaged in their employment or enrolment as a result of lodging a complaint in good faith.

Version History

Date	Summary of Modifications	Version
01/03/2023	Version 1.0 finalised.	1.0
15/03/2023	Minor update (v1.1).	1.1
22/03/2026	Major revision (v2.0). Added explicit references to antisemitism, Islamophobia, and specific forms of racial and religious vilification. Extended scope to cover students, contractors, and agents (not staff only). Added legislative references including 2025 Standards for RTOs (Standards 2.5 and 2.6). Added cyberbullying and digital content. Added Shafston's commitment as international college section. Updated complaint contacts to role-based (not named individuals). Added external complaint bodies including Overseas Students Ombudsman. Added responsibilities section with RACI by role. Added bullying as standalone section.	2.0