



CANBERRA VALLEY INSTITUTE

Document: Anti-Discrimination and Sexual harassment Policy and Procedure
(Aligned to RTO Standards 2025)

Approved by: CEO

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Anti-Discrimination and Sexual harassment Policy and Procedure

LUMINOUS EDUCATION PTY. LTD. T/As Canberra Valley Institute | RTO Code: 41498 | CRICOS Code: 03937D

Email: info@cvi.edu.au | **Website:** www.cvi.edu.au | **Contact Number:** 1800 003 363

Address: Suite 4, Level 3, 15 Moore Street, Canberra, ACT, 2601



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1. Overview

Canberra Valley Institute (CVI) complies with RTO standards for 2025 regarding Standards 3 and 4, as well as the Anti-Discrimination Acts of the State Government and the Discrimination Acts of the Federal Government.

These acts include, but are not limited to:

- the Federal Government Racial Discrimination,
- Human Rights and Equal Employment Opportunity (EEO)
- and Sex Discrimination Acts.

2. Scope

This policy applies to:

- All learners studying at Canberra Valley Institute.
- All staff members.

3. Policy Statement

Canberra Valley Institute (CVI) promotes equal employment opportunities. All appointments are made based on merit, without regard to race, age, gender, marital status, or any factors unrelated to the position. Employees are recognized and appreciated for their performance, skills, and dedication to maintaining organizational standards and quality service.

The Institute enforces a strict zero-tolerance policy against discrimination and misconduct. Everyone on the premises, including visitors, has the right to a safe environment free from discrimination, vilification, and harassment.

3.1 Sexual Harassment

Canberra Valley Institute (CVI) has a strict policy that sexual harassment is unacceptable and will not be tolerated under any circumstances. The Institute affirms that everyone on site, including visitors, has the right to a workplace free from intimidation and sexual harassment. Such behavior can lead to the loss of skilled and talented employees and negatively affect staff morale and productivity.

3.2 Vilification

Vilification based on race or religion is a public act of hatred and is forbidden by law. This can

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include actions such as graffiti in public spaces, offensive speeches, abusive remarks in the media or online, gestures, posters, or stickers. For an act to be considered vilification, it must be public and intended to incite hatred toward others because of their race or religion.

All employees of Canberra Valley Institute (CVI) are responsible for ensuring everyone on site, including visitors, is treated fairly and is not subjected to vilification or harassment. Employees must also protect individuals who make complaints or serve as witnesses from any form of victimization.

3.3 Reporting Discrimination and Harassment

You have the right to feel safe and fully pursue your potential in your studies. Don't let harassment disrupt your life. If you are experiencing harassment, seek help immediately. There are several options available. Choose the course of action you feel most comfortable with. Do not ignore discrimination or sexual harassment by thinking it will go away; often, discrimination only worsens, and silence might give the impression that it is accepted or unchallenged, which can allow the behavior to continue or escalate.

You may:

- Tell the person they are making you uncomfortable and ask them to stop.
- Make a complaint to one of the staff from Canberra Valley Institute (CVI) or
- Make a complaint under Anti-Discrimination Legislation to Victorian Equal Opportunity and Human Rights Commission <https://www.humanrights.gov.au/complaints/make-complaint>

If you have any questions about this or need help completing this form, please contact our National Information Service on 1300 656 419 or 02 9284 9600

4. Responsible Person

- CEO / RTO Manager
- Trainers / Assessors

5. Review of Policy

Canberra Valley Institute (CVI) will review the *Anti-Discrimination and Sexual harassment Policy and Procedure* annually or on a needs basis (whichever occurs first).