

SC20: Policy and Code of Conduct: Prevention of Vilification, Including Antisemitism

Purpose

This Policy and Code of Conduct establishes TechKnowledgey® Pty Ltd's commitment to providing a safe, inclusive, and respectful learning and working environment, free from vilification, discrimination, and harassment, including antisemitism.

This document supports compliance with the *Standards for Registered Training Organisations (RTOs) 2025*, particularly those relating to:

- Safe and supportive learning environments
- Fair treatment and equal opportunity
- Access and equity principles

Scope

This policy applies to:

- All students enrolled in TechKnowledgey® Pty Ltd courses
- All staff, contractors, trainers, and assessors
- Any individual participating in RTO-related activities, including online environments

Definitions

Vilification: Public or private conduct that incites hatred, serious contempt, or ridicule toward a person or group based on attributes such as race, religion, ethnicity, or nationality.

Antisemitism: Any form of hostility, discrimination, or prejudice directed toward Jewish people, including stereotypes, conspiracy narratives, denial of historical events (e.g., the Holocaust), or targeting individuals or institutions because they are Jewish.

Harassment: Unwelcome behaviour that offends, humiliates, or intimidates an individual or group.

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Policy Statement

TechKnowledgey® Pty Ltd maintains a zero-tolerance approach to vilification, including antisemitism, racism, and other forms of discrimination.

We are committed to:

- Promoting mutual respect, dignity, and inclusion.
- Ensuring all individuals feel safe and supported.
- Acting promptly and fairly on complaints.
- Providing education and awareness on respectful conduct.

Standards of Conduct

Expected Behaviour

All staff and students must:

- Treat others with respect, fairness, and dignity.
- Use inclusive and appropriate language.
- Respect cultural, religious, and individual differences.
- Contribute to a safe learning and working environment.
- Comply with all relevant laws and RTO policies.

Unacceptable Behaviour

The following behaviours are strictly prohibited:

- Vilification or incitement of hatred against any individual or group.
- Antisemitic remarks, jokes, symbols, or conduct.
- Racist, discriminatory, or offensive language or actions.
- Bullying, harassment, or intimidation (including online).
- Distribution or display of offensive or extremist material.
- Retaliation against individuals who report misconduct.

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Responsibilities

Management

- Ensure this policy is implemented, communicated, and accessible.
- Provide training and awareness where appropriate.
- Respond to complaints promptly, fairly, and confidentially.
- Maintain records in line with compliance requirements.

Staff (including Trainers and Assessors)

- Model respectful and inclusive behaviour.
- Monitor learning environments for inappropriate conduct.
- Take immediate action when misconduct occurs.
- Report incidents in accordance with procedures.

Students

- Comply with this policy and behave respectfully.
- Report incidents of vilification or misconduct.
- Participate in creating a safe and inclusive environment.

Reports and Complaints

Individuals who experience or witness vilification or antisemitism are encouraged to report the matter promptly.

Reports can be made via:

- Trainer or assessor.
- RTO administration.
- Formal complaints process.

All complaints will be:

- Treated seriously and confidentially.
- Assessed in a timely and impartial manner.
- Resolved in accordance with the RTO's Complaints and Appeals Policy.

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Investigation and Outcomes

Where a breach of this policy is identified, TechKnowledgey® Pty Ltd will take appropriate action, which may include:

- Informal resolution or mediation.
- Formal warnings.
- Mandatory training or counselling.
- Suspension or termination of enrolment/employment.
- Referral to external authorities where required.

Procedural fairness will be applied in all investigations.

Support

Support will be made available to individuals affected by vilification or harassment, including:

- Access to appropriate staff support.
- Referral to external support services if needed.

Privacy and Confidentiality

All reports and investigations will be handled with sensitivity and confidentiality, in accordance with privacy obligations. Information will only be disclosed where necessary for investigation or required by law.

Training and Awareness

TechKnowledgey® Pty Ltd will promote awareness of this policy through:

- Induction processes for staff and students.
- Ongoing communication and training initiatives.
- Reinforcement of respectful conduct expectations.

Review

This policy will be reviewed periodically to ensure:

- Continued compliance with the Standards for RTOs 2025.
- Alignment with legislative and regulatory requirements.
- Effectiveness in promoting a safe and inclusive environment.

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Approval and Implementation

This Policy and Code of Conduct is approved by TechKnowledgey® Pty Ltd management and is effective from the date of issue. All staff and students are required to comply with its provisions at all times.

Document Control

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