



DISCRIMINATION AND HARASSMENT POLICY

At Signature Training, we are committed to ensuring that the training and assessment environment and our workplace are free from discrimination and harassment. All employees, contractors and learners are made aware that discrimination and harassment will not be tolerated under any circumstances. If discrimination and harassment is found to have occurred, disciplinary action will be taken against any employee or contractor who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately.

By implementing this policy, we strive to achieve the following objectives:

- Create a working environment which is free from discrimination and harassment and where all employees, contractors and learners are treated with dignity, courtesy, and respect.
- Implement training and awareness raising strategies to ensure that all parties know their rights and responsibilities.
- Provide an effective procedure for complaints based on the principles of natural justice.
- Treat all complaints in a sensitive, fair, timely, and confidential manner.
- Guarantee protection from any victimisation or reprisals.
- Promote a productive and cohesive workplace.
- Encourage the reporting of behaviour which breaches this Discrimination and Harassment Policy; and
- Promote appropriate standards of conduct at all times.



Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	CEO
Implementation Officer	Supervisor RTO Manager Human Resources Officer
Last Approval	13/11/2025
Review Date	13/11/2027
Approved by	Chief Executive Officer
Associated Documents	
Version Control	
Version 1.2	

OFFICE USE ONLY			
Written/reviewed by	Authorised for release by	Version number	Signature of authorising person
Jeevanjot Minhas	Jeevanjot Minhas	1.2	Jeevanjot Minhas
VERSION HISTORY			
Version:	Date of Effect:	Brief Summary of Change:	
1.0	01/04/2021	Initial release	
1.1	16/02/2024	Update of Authorised Signatory	
1.2	12/11/2025	Formatted to comply with style guide and control copy required	