



SEXUAL ASSAULT AND SEXUAL HARASSMENT (SASH) POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to providing a safe, respectful and supportive environment for all students, staff and stakeholders. This policy outlines AAC's zero-tolerance approach to sexual assault and sexual harassment (SASH) and details the procedures for prevention, reporting and response. By fostering a culture of respect and accountability AAC aimed to ensure the well-being and dignity of ever individual in our community. This policy aligns with legislative and regulatory requirements to protect the rights of all students including those enrolled in ELICOS and VET courses.

Purpose

This policy aims to ensure the safety, dignity and well-being of all students by providing a framework for preventing and responding to sexual harassment (SASH). The policy applies to all students, staff and stakeholders of AAC and complies with relevant legislative and regulatory requirements, including anti-discrimination and workplace laws.

Scope

This policy applies to all students (domestic and international) enrolled in AAC's VET and ELICOS courses, as well as AAC staff, contractors and stakeholders engages with students in any capacity.

Policy Statement

AAC has a zero-tolerance approach to SASH and is committed to fostering a safe and inclusive environment.

All members of the AAC community have a right to:

- Work and study in an environment free from SASH
- Access support and redress mechanisms.

AAC will:

- Provide regular training and awareness programs
- Ensure clear reporting mechanisms are in place
- Respond promptly and sensitively to all allegations of SASH.

Definitions

Confidentiality	Ensuring that the identity and details of individuals involved in SASH incidents are protected, except as required by law.
Consent	A free and voluntary agreement to engage in specific sexual activity, which can be withdrawn at any time.
SASH Response Officer (SRO)	Designated staff member, trained to handle SASH cases, provide support and coordinate responses.
Sexual Assault	Any sexual act or behaviour committed without consent.
Sexual Harassment	Unwanted sexual advances, requests for sexual favours, or other unwelcome conduct of a sexual nature such as inappropriate or

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	unwelcome comments or jokes or sharing or displaying explicit images or messages.
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Legislative and Regulatory Requirements

- Australian Human Rights Commission Act 1986 (Cth)
- ELICOS Standards 2018; Standard P6
- ESOS Act 2000
- ESOS National Code 2018; Standard 6
- Fair Work Act 2000 (Cth)
- NVR Act 2011
- Sexual Discrimination Act 1984
- Standards for RTOs 2025

Sexual Assault and Sexual Harassment Response Procedure

1. Reporting a SASH Incident

Any member of the AAC community who experiences or witnesses sexual assault or sexual harassment is encouraged to report the incident promptly. Reports can be made to the SRO via email, phone, in person, or through anonymous reporting mechanisms where available. AAC will make every effort to respect privacy and confidentiality to the extent permitted by law and ensure that the individuals making the report are informed about the available support services.

2. Immediate Response

AAC will first and foremost ensure the immediate safety of the individual involved. Support services will be made available, and appropriate actions to secure the environment will be taken promptly. In the case of assault or injury, onsite security and/or emergency services such as ambulance and/or police should be contacted. Where an individual believes a criminal incident has taken place, this must be reported to the police.

3. Support and Resources

AAC will provide support services to individuals who have experienced sexual assault or sexual harassment. These may include counselling, medical assistance, academic adjustments (such as extensions, deferrals or modifications), and assistance in navigating legal processes.

AAC will maintain a detailed list of on-campus and off-campus resources, including but not limited to counselling centres, crisis hotlines, medical facilities and legal services. This information can be available in the Student Handbook and from the SRO.

4. Investigation and Disciplinary Procedures

AAC will conduct a prompt, thorough and impartial investigation into all reports of SASH. Investigations will be carried out by trained individuals, such as the SRO, who handle such matters with sensitivity and respect for all parties involved.

- The SRO will acknowledge receipt of the report within twenty-four (24) hours.
- A preliminary assessment will be initiated to determine appropriate actions.
- External investigators will be engaged if necessary.

- Appropriate disciplinary actions will be taken against individuals found responsible for incidents of SASH. Sanctions may include, but not limited to, mediations, warnings, probation, suspension, cancellation or legal action.

5. Prevention and Education

AAC is committed to promoting awareness and prevention of SASH through.

- Mandatory training for staff and students on recognising and preventing SASH.
- Regular information sessions and dissemination of materials.
- Incorporating SASH awareness into Orientation programs for all new students and staff.

6. Confidentiality and Privacy

AAC will treat all SASH reports with strict confidentiality. Information will only be shared with consent from the individual involved or as required by law.

Procedure Summary Table

Step	Action	Responsibility	Timeframe	Reference / Use
1	Receive SASH disclosure or report (verbal, written, online, anonymous) and log in SASH Register.	Any staff member / SASH Response Officer (SRO)	Immediate	SASH Report Form, SASH Register
2	Acknowledge receipt; outline support options and process.	SRO	<24 hours	Acknowledgement Email Template
3	Ensure immediate safety & medical / police support; activate critical-incident protocol if required.	SRO and On-site staff / Security / Emergency Services	As soon as incident	Critical Incident Policy
4	Triage risk & notify CEO/Compliance Officer where serious harm, child-protection or criminal elements exist.	SRO	<24 hours	SASH Risk-Triage Matrix
5	Provide support & referrals (counselling, medical, academic adjustments, legal advice).	Student Services Officer (SSO)	Within 2 business days	Support and Referral List
6	Initiate impartial investigation (internal or external investigator). Collect evidence, interview parties, respect privacy.	Compliance Officer, Investigator	Begin ≤ 2 days; conclude ≤ 10 working days (extend with written notice)	Investigation Plan, Investigation Notes
7	Determine findings & disciplinary / corrective action (e.g. warning, suspension, termination, police referral).	CEO, Compliance Officer	Within 2 working days of investigation outcome	Decision and Outcome Letter

8	Communicate outcome in writing; advise appeal/complaint avenues; implement remedies (support, academic adjustments).	Compliance Officer, SRO	≤ 2 working days post-decision	Outcome Notification Template
9	Recordkeeping & continuous-improvement review – update SASH Register, CI Register; analyse trends quarterly.	Compliance Officer	Ongoing; CI review quarterly	SASH Register, CI Register

Roles and Responsibilities

Role	Responsibility
CEO	Ensures organisational compliance with SASH policy.
Compliance Officer	Oversees policy implementation and reviews. Ensure policy aligns with current legal and regulatory requirements.
Student Services Officer (SSO)	Provides initial support, guidance and referral to SRO to affected individuals.
SASH Response Officer (SRO)	Manages the reporting, response process, coordinate support and conducts investigations.
Staff	Responsible for creating a safe environment and responding to disclosures appropriately.
Students	Expected to treat others with respect and report any SASH incidents.

Policy Implementation

The SASH Policy will be rolled out through a multi-layered approach that embeds its requirements into everyday operations. All staff academic, professional and contract will complete mandatory SASH induction within two weeks of commencement and an annual refresher that includes trauma-informed response training and cultural-safety principles.

The policy, reporting channels and support contacts will be published on the AAC website, learning management system, Student Handbook and orientation slide deck, and highlighted at every intake's welcome session.

The Compliance Manager will monitor implementation via quarterly audits of the SASH Register, spot-checks of staff training completion, and student-feedback pulse surveys; findings are reported to the CEO and fed into the Continuous Improvement Register.

Monitoring and Review

AAC reviews the Sexual Assault and Sexual Harassment policy and processes every two years to ensure effectiveness in preventing and responding to SASH, and alignment with updated legislative and regulatory requirements.



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Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	New policy for AAC.	CEO	17 Feb 2025	Compliance Officer	Jan 2026
V2.0	Jun 2025	Updated policy in line with new Standards for RTOS 2025	CEO	11 July 2025	Compliance Officer	July 2027

Policy and Document Information

Author:	Compliance Team
Policy owner:	Compliance Officer
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