Greenwich College

Student Sexual Assault and Sexual Harassment Policy (SASH)

NextEd Group

POLICY NAME	Student Sexual Assault and Sexual Harassment Policy
POLICY MANAGER	Academic Manager and Group Quality, Accreditation & Compliance
APPROVAL AUTHORITY	CEO
RELEASE DATE	22 September 2026
VERSION REFERENCE	Version 2.4

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1. Introduction

1.1. Purpose

Greenwich College is committed to student safety.

The purpose of this Policy is to provide Greenwich College and its various trading entities and brands with a framework and process for the provision of a safe culture and environment for its students free from the risk of Sexual Assault and Sexual Harassment (SASH).

This policy seeks to support the achievement of this goal by providing a transparent and consistent framework for preventing and resolving issues concerning sexual assault and sexual harassment.

1.2. Scope

This policy is an overarching Group policy and applies to:

i) All employees of Greenwich College
ii) All courses delivered by Greenwich College including those delivered on their behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the Greenwich College policy will apply.
iii) All students Greenwich College Pty Ltd (also trading as Greenwich English College, Greenwich Management College, Greenwich Hospitality College, Greenwich Health & Care College) RTO: 91153, CRICOS: 02672K

1.3. Definitions

Word/Term	Definition
Cth	An abbreviation for Commonwealth and usually attached to an item of commonwealth legislation.
Domestic student	Means a student who is not an International student.
Events	Events (on campus or off) created by Greenwich College and representative agents. Also includes student-created events sanctioned by the above and Chat rooms sanctioned by the above.
Guests	Prospective students at recruitment events, family members, and other attendees at Greenwich College created or sanctioned events
International student	Means a student who is not: an Australian citizen; a permanent resident of Australia; or a New Zealand citizen; or a Humanitarian visa holder; and who is: a temporary student visa holder. or studying while on a working holiday visa

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Legal custodian	Means a parent, step-parent, adoptive parent, or any other person who has been granted custody of the student under Australian or foreign law.
Legal Guardian	A guardian has full care and legal responsibility for the child (someone under 18 years old), including making decisions about their health, education, and managing time spent with significant others in their life. Evidence of guardianship is required.
LMS	Learning Management System. Often referred to as the Student Portal.
Sanctioned events	Any activity, gathering, or event that has been organised by, or received formal approval, by Greenwich College or its entities or its designated representatives. These events adhere to all Greenwich College guidelines, protocols, and policies. Approval of such events is given based on the event's alignment with the Greenwich College mission, values, and safety guidelines. Any event not receiving this official endorsement is considered unsanctioned and may not represent the Greenwich College Group of companies (and brands) or utilise its resources or branding.
Senior Executive Management	The CEO, CFO, Executive General Managers, Group People & Culture Manager.
Sexual assault	Sexual Assault is the unwanted, non-consensual sexual act in which a person is threatened, intimated or forced to comply against their will, or where a person is unable to give consent because they are unconscious, asleep or incapacitated due to the effects of alcohol or other drugs.
Sexual harassment	Sexual harassment is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, verbal or written. (VEO&HRC)

2. Policy

2.1. Principles

Greenwich welcomes all forms of feedback from students and staff and are openly invited to offer feedback on issues relating to sexual assault and sexual harassment at any time.

In the interests of providing high quality services the following principles apply:

1. All stakeholders understand their rights and responsibilities. Communication items will be readily available to the relevant parties to help ensure this; Student Codes of Conduct, Student Handbooks, Greenwich College Employee Handbook, privacy policies, Under 18's and Child protection policies and requirements, critical incident management, incident reporting, complaint/grievance, and review procedures;
2. Greenwich College will respond to any complaint/grievance raised and incidents of SASH reported by students quickly and objectively in order to reach satisfactory outcomes for all parties;

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3. Where students or staff (on behalf of a student or their self) report an incident or raise an issue, concern or complaint/grievance of SASH, the appropriate staff member approached will respond to the matter immediately;
4. Existing (published) incident reporting procedures will be followed, and if the incident involves a staff member, Group People + Culture is to be notified;
5. Existing (published) complaint/grievance procedures will be followed;
    - If the reported incident cannot be resolved informally, the reported incident will be escalated to the relevant Manager of the Greenwich College education provider using the published complaint/grievance form;
    - the aggrieved party will be informed of available assistance from external agencies as outlined in the complaint/grievance procedure;
6. Parties to the complaint/grievance resolution process will not be disadvantaged as a result of lodging the complaint/grievance, investigation of the complaint/grievance or responding to the complaint/grievance;
7. Where an incident involves allegations of sexual assault, the relevant authorities will be contacted to report the incident and Greenwich College staff will cooperate with the authorities in accordance with the law whilst respecting the safety, wellbeing and privacy rights of the student or staff member; and
8. At all times, all Greenwich College education providers will respect the rights of all students and staff to use any avenue available to them to address their complaint/grievance and/or appeal where it relates to matters of sexual assault or sexual harassment.

Both this Policy, the Incident Reporting Form and the Complaint/Grievance Policy and Procedure is communicated:

- to academic and support staff via the Employee Handbook;
- to students via the Student Handbook and during orientation; and
- to students and staff via various websites and intranets.

Greenwich College Management, employees, facilitators/teachers, students and visitors to campuses and office locations are responsible to ensure this policy is adhered to at all times.

2.2. Overview

All Greenwich College education providers are committed to providing a safe, and respectful environment for all students and staff, free from all forms of harassment be it student to student, student or guests to staff, staff to students or guests, either on campus or off-campus (i.e., sanctioned events).

Greenwich College recognises the rights of individuals and groups to be free from discrimination, bullying and sexual harassment on grounds such as gender, marital status, pregnancy, family responsibilities, sexuality, race, disability, beliefs, or age.

The Commonwealth Sex Discrimination Act 1984, the Fair Work Act 2009, and the NSW Anti-Discrimination Act 1977, Racial Discrimination Act 1975 (Cth), Disability Discrimination Act 1992 (Cth), Age Discrimination Act 2004 (Cth), Australian Human Rights Commission Act 1986 (Cth) form the basis of the institution's commitment to ensure the learning and workplace locations, including online, are free from sexual assault, harassment and discrimination. The current policy has also been informed by the publication 'Change the course: National report on sexual assault and sexual harassment at Australian universities, 2017'. The policy covers activity both on campus and off.

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Students and staff found to have engaged in such conduct may be counselled, warned, disciplined, or dismissed/expelled.

Appropriate behaviour is that which respects the rights and sensitivities of all people in the organisation's work and learning environment. We are all responsible for contributing to an environment of trust and respect as the basis of appropriate professional relationships.

Sexual Harassment: all Greenwich College education providers comply with the Commonwealth Sex Discrimination Act 1984. It states, sexual harassment occurs when:

- The person makes an unwelcome or uninvited sexual advance, or an unwelcome or uninvited request for sexual favours, to the person harassed, or
- Engages in other unwelcome or uninvited conduct of a sexual nature in relation to the person harassed.

In circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that a person would be offended, humiliated or intimidated by such conduct. Sexual harassment can be physical, verbal or written.

Sexual Harassment has nothing to do with mutual attraction or friendship. Sexual interaction such as flirtation and attraction is not sexual harassment when it is invited, mutually consensual or reciprocated.

Examples of behaviours that may amount to sexual harassment include:

- Unwelcome or uninvited physical touching
- Sexual or suggestive comments, jokes or innuendoes
- Unwelcome or uninvited request for sex
- Intrusive questions about a person's private life
- The display of sexually explicit material (e.g. videos, posters, pictures)
- Unwanted invitations
- Staring or leering
- Sex based insults or taunts
- Offensive communications, including telephone calls, texts, letter, faxes and email
- Any forms of stalking,

Sexual Assault is the unwanted, non-consensual sexual act in which a person is threatened, intimidated or forced to comply against their will, or where a person is unable to give consent because they are unconscious, asleep or incapacitated due to the effects of alcohol or other drugs. Some sexual harassment and assault may be offences under criminal law. Sexual Harassment may be a single incident or repetitive behaviour.

2.3. Liability

Federal and State legislation provide that the organisation can be found vicariously liable for the sexual harassment of others by its employees or agents (students, those providing a service, visitors, adjuncts). Individuals can also be liable in terms of Personal (individuals engaging in unlawful acts of sexual harassment and victimisation) and Accessory Liability (individuals aiding/permitting individuals to commit an unlawful act) as in the Sex Discrimination Act 1984 (Cth).

Consequently, Greenwich College will train staff and educate students to better understand their rights and responsibilities; and ensure effective measures are in place for reporting and resolution of complaints.

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2.4. Victimisation

This involves subjecting a person to victimisation if they have made or are connected with a complaint (Sect. 94 of the Sex Discrimination Act 1984). Students and staff have the right to raise issues or make an inquiry or complain in a reasonable and respectful manner without being victimised. Vexatious, unfounded complaints will not be tolerated.

2.5. Confidentiality

Records of complaint/grievances of sexual assault or sexual harassment and their outcomes and the Complaint/grievances Register will be kept for 7 years in strictly confidential files. Parties to the complaint/grievance will be allowed supervised access to these records on request.

Management of and access to any complaint/grievance records (including the Complaint/grievances Register) of sexual assault or sexual harassment will be restricted to Chief Executive Officer, Group People + Culture, and Group Head of Quality, Accreditation & Compliance.

All parties, subject to the complaint/grievance process, shall at all times treat the complaint/ grievance as confidential and shall not reveal the names of complainants making a complaint/ grievance or where applicable those referred to in the complaint/grievance to any third party without the express permission of those concerned.

- each stage of the following procedure is free of charge;
- the complainant and respondent will not be victimised or discriminated against at any stage of this procedure; and
- during this mediation approach, the complainant and respondent have the right to be represented by a third person (such as a family member, friend, counsellor or other professional support person other than a lawyer). Any costs associated with representation by a third person will be at the respective complainant or respondent's expense.

2.6. Publication

This procedure is published on each Greenwich College website and LMS to ensure students have up-to-date and accurate information publicly available to them.

3. Procedure

3.1. Roles and Responsibilities of Greenwich College Staff

a. All employees must ensure that they and all facilitators, students, training delegates, customers, clients, and visitors are treated equitably and are not subject to discrimination, bullying, or sexual harassment.

b. All complaints involving students, customers or clients must be reported immediately to the divisional General Manager, and the Group Head of Quality, Accreditation and Compliance - in accordance with published policies and procedures.

c. If an employee or facilitator, believes that they are being subjected to sexual harassment, the individual should personally and immediately notify Group People + Culture.

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d. All staff and consultants are expected to understand the appropriate legislation, understand and apply published Complaint, Grievance & Appeals policy and procedure, and ensure students are familiar with the policy and procedure as appropriate.

e. Management and employees have a responsibility and duty of care to ensure a safe working and learning environment and may be liable unless reasonable steps have been taken to prevent and eliminate assault/harassment/discrimination. Action should be taken if inappropriate behaviour is evident even without a formal complaint being made.

f. Any employee, facilitator or student found to be discriminating, harassing or victimising any other person will be subject to serious disciplinary action which may include dismissal or refusal of further services offered by Greenwich College and its education providers.

g. Staff should offer support to anyone in the organisation experiencing discrimination, bullying or sexual harassment, including providing information on how to report an incident while respecting the confidentiality of complaint resolution procedures.

h. Supervisors and managers need to:
   I. make students and staff aware of their obligations under this policy and the law;
   II. to intervene appropriately and in a timely manner if they become aware of inappropriate behaviour; and
   III. to help resolve complaints informally/formally ensuring relevant parties are heard.

i. If an employee believes a criminal incident has taken place, the matter must be escalated immediately to the CEO, Group People + Culture, and the Group Head of Quality, Accreditation, and Compliance.

j. Management, employees, facilitators, students and visitors should not ignore sexual harassment or discrimination. Silence may give the impression that discrimination or sexual harassment is acceptable. Similarly, confidentiality is essential for a quick resolution of the action or behaviour and employees and facilitators should not publicly make allegations or defame the alleged offender.

k. An investigation will be undertaken, and appropriate sanctions and corrective measure will be instituted where the allegations warrant such action. Persons who commit acts of intimidation and harassment will be admonished to discontinue such conduct and will be disciplined according to the severity of the case.

l. Appropriate discipline may include actions up to and including cancellation of enrolment or termination of employment.

m. When confronted with discriminatory behaviour, an individual can:
   I. Take no action, but it is unlikely that the offensive behaviour will stop. It may be that the person is not aware of the offence caused but may be willing to change the behaviour if told.
   II. Directly approach the alleged offender, explaining what behaviour is discriminatory or offensive and request that it stop. Silence could be seen to be acceptance of behaviour in some circumstances.
   III. Make a complaint. The appropriate manager will examine and resolve the complaint quickly and confidentially.
   IV. Lodge a complaint externally with the Anti-Discrimination Commission.
   Complaints of sexual assault or sexual harassment do not have to be in writing when initially being raised and all Greenwich College personnel will treat all complaints seriously, confidentially and impartially.
   V. Know that no person will be disadvantaged as a result of lodging a complaint.

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n. The Senior Leadership Team are responsible for:

I. Fully investigating the allegation of discrimination, bullying or sexual harassment
II. Recommending an appropriate resolution and maintain confidentiality for all parties
III. Advise the person making the complaint that if it is found that the complaint is not substantiated, they have the right to take their case to external agencies including the Anti- Discrimination Commission, if they are not satisfied with this outcome
IV. Take appropriate corrective action against the person responsible if discrimination, bullying or sexual harassment has occurred.

o. Students and staff can access support from their facilitators, Student Services team, the Academic Directors & Managers, the Greenwich College Senior Leadership team, external Counsellors, and if required, relevant State or Federal authorities including the Australian Human Rights Commission.

p. Students and Staff are entitled to a certain amount of free professional counselling through the Student Assistance and Employee Assistance Programs. This counselling is confidential and nothing discussed will be communicated back to the organisation.

q. Should a student wish to make a formal complaint of sexual assault or sexual harassment, the published Complaint, Grievance and Appeals policy should be utilised.

3.2. A summary is the following steps:

1. Attempt an informal resolution of the matter by discussing the matter with the person(s) concerned although there is no onus on the individual to do this before using these procedures; this Informal approach can be managed by the appropriate designated employee. If the person concerned is under 18, notify the Group Head of Quality, Accreditation, and Compliance immediately.
2. Formal complaints managed through the Grievance, Complaint and Appeals Policy and Procedure,
3. If (2) is unsatisfactory (or at any time), an approach to the appropriate state or federal government body may be made (e.g., The Australian Human Rights Commission),
4. If it is considered that the offence may pertain to criminal law, in consultation with the complainant, the Police should be notified.
   Subject to the nature of the incident or complaint it may be appropriate to:
   a. immediately terminate or suspend the perpetrating student(s)' enrolment or employee(s)' contract after due and appropriate enquiry; and
   b. notify the perpetrator's employer or parent/guardian if the student is under 18 years old.

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4. Reference and Supporting Information

4.1. Supporting Documentation

Document name	Document type	Location
Academic Consultation Guidelines	Guideline	Internal
Access and equity Policies	Policy	Internal
Age Discrimination Act 2004 (Cth)	Legislation	External
Anti-discrimination Act 1977 (NSW) and other relevant State Acts	Legislation	External
ASQA Standards for RTO's 2025 – Standards 2.8	Regulatory Standards	External
Australian Human Rights Commission Act (1986)	Legislation	External
Australian Privacy Principles (APPs)	Policy Guideline	External
Code of Conduct Online Delivery	Policy	Internal
Critical Incident policies/plans	Policy	Internal
Disability Discrimination Act 1992 (Cth)	Legislation	External
Fair Work Act (2009)	Legislation	External
Grievances, Complaints and Appeals Policies	Policy	Internal
Higher Education Framework, Standard 2: Learning Environment. 2.3 Well Being and Safety	TEQSA Regulatory Standards	External
Higher Education Standards Framework (Threshold Standards) (2015); National Code 2007, Standard 8 (Complaints and Appeals)	TEQSA Regulatory Standards	External
National Code 2018	Govt Standards	External
National Vocational Education and Training Regulator Act 2011	Legislation	External
NVET Regulator Amendment 2018	Legislation	External
Privacy and data Collection Policy	Policy	Internal
Privacy Policy (NextEd)	Policy	Internal
Racial Discrimination Act 1975 (Cth)	Legislation	External
Sex Discrimination Act 1984 (Cth)	Legislation	External
Student Code of Conduct	Policy	Internal
Student Handbooks	Guideline	Internal
Student Support Policies	Policy	Internal
TEQSA Act (2011)	Legislation	External
TEQSA Guidance Note: Work-integrated learning	Policy Guideline	External
U18 International Students Guideline	Policy	Internal
Under 18 Years Student Management and Supervision Procedure	Procedure	Internal

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4.2. External State-based Agencies

State	Agencies
Queensland	Queensland Human Rights Commission (www.qhrc.qld.gov.au)
New South Wales	Anti-Discrimination Board of NSW (www.antidiscrimination.nsw.gov.au)
Victoria	Victorian Equal Opportunity and Human Rights Commission (www.humanrights.vic.gov.au)
South Australia	Equal Opportunity Commission (www.eoc.sa.gov.au)
Western Australia	Equal Opportunity Commission (https://www.wa.gov.au/service/community- services/social-justice-and-equity/make-discrimination-and-harassment- complaint)
Northern Territory	Anti-Discrimination Commission (www.adc.nt.gov.au)
Tasmania	Equal Opportunity Tasmania (www.equalopportunity.tas.gov.au)
OR for all States	the Human Rights Commission (www.humanrights.gov.au)

4.3. Key Contacts

Position	Based at:	Email address	Mobile number
CEO	Gold Coast	rob.arthur@nexted.com.au	+61 429 551 618
People + Culture Manager	Head Office Sydney	nuchie.stewart@nexted.com.au	+61 401 153 088
General Manager - Greenwich	Pitt St Campus Sydney	roxana.ene@nexted.com.au	+61 420 908 491
Group Quality, Accreditation & Compliance	Head Office Sydney	compliance@nexted.com.au	

4.4. Change History

Version	Approval date	Department Approved by	Change
V2.0	30 August 2022	Chief Executive Officer	Development of policy
V02/23	24 February 2023	Chief Executive Officer	New NextEd template
V2.1	1 September 2023	GM, Group QAC	Brand logo and contact list updates; Sanctioned events definition added
V2.2	26 May 2025	GM, Group QAC	Position titles and contact list updated
V2.3	10 June 2025	GM, Group QAC	Contextualised relevant information + template from NextEd to Greenwich College

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V2.4	22 September 2026	Group QAC	Contacts and information updated

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