

Trainee Harassment Policy

This policy should be read in conjunction with the document:
Definitions for Use with Trainee Policies and Guidelines



INSTITUTE of
PROFESSIONAL
LEGAL STUDIES

IPLS is committed to ensuring all trainees and employees are able to learn and work in a safe and secure environment free from harassment, and harassment in any form will not be tolerated.

IPLS will:

- (a) ensure that all trainees and employees are aware of what constitutes harassment, and what treatment they have a right to expect from others; and
- (b) provide appropriate procedures to deal with complaints of harassment.

Guidelines

1. If a trainee or employee wishes to make a complaint of harassment (complaint) against:
 - (a) a trainee or employee, he or she should approach the National Director, or
 - (b) the National Director, he or she should approach the Chief Executive.
2. If an employee receives a complaint of harassment against:
 - (a) an employee, he or she should refer the trainee or employee to the National Director, or
 - (b) the National Director, he or she should refer the trainee or employee member to the Chief Executive of the Council of Legal Education.
3. The person who receives the complaint should inform the complainant immediately that he or she is prepared to hear the complaint, provided that the complainant agrees to the complaint being discussed with or disclosed to the relevant trainee or employee complained of (the respondent).
4. If the complainant agrees to discuss the complaint with the respondent being present, the person who receives the complaint should:
 - (a) not discuss the complaint further with the complainant until the respondent is present;
 - (b) advise the respondent that the complainant has raised a complaint about him/her and invite the respondent to attend a meeting to discuss the complaint and, if desired, to bring a support person to that meeting;
 - (c) hold a meeting with the complainant and respondent at the earliest opportunity to hear the complaint and to facilitate discussion about the complaint between the complainant and the respondent, and
 - (d) determine the appropriate course of action from that point.
5. If the complainant declines the opportunity to discuss the complaint with the respondent being present, but agrees to that complaint being disclosed to the respondent, or the respondent declines to be present to discuss the complaint, the person who receives the complaint should:
 - (a) request the complainant to record the complaint in writing;
 - (b) provide a copy of the written complaint to the respondent at the earliest opportunity and invite the respondent to respond to the complaint in writing;

- (c) consider the complaint and the response of the respondent; and
 - (d) determine the appropriate course of action from that point.
6. If the complainant does not agree to the complaint being discussed with or disclosed to the respondent, the person who receives the complaint should inform the complainant that he or she is not able to hear the complaint.

This policy was reviewed: 24 June 2010

Next review date: June 2011