



Skilled Up
Institute

unfold your career

RTO Number: 40471 | CRICOS Code: 03666M



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**Code of Conduct:
Prevention of Vilification, Including Antisemitism**

Policy and Procedure – V3.0



Skilled Up – Applies to All Staff, Students, Contractors, and Visitors

1. Our Commitment

Skilled Up is committed to providing a safe, inclusive, and respectful learning and working environments for all members of its community. We recognise and value diversity in all its forms and are dedicated to ensuring that every individual is treated with dignity, fairness, and respect.

Skilled Up has zero tolerance for vilification, including antisemitism, and any form of discrimination, harassment, or hate-based conduct. We are committed to taking proactive steps to prevent such behaviours and to respond swiftly and effectively when they occur.

2. Purpose

This Code of Conduct outlines the expectations for behaviour and establishes clear standards to prevent and address vilification, including antisemitism, within the Skilled Up community.

3. Scope

This Code applies to:

- All Skilled Up staff (including trainers, assessors, administration, and management)
- All students enrolled in any Skilled Up course
- Contractors, third-party providers, and workplace supervisors
- Visitors engaging with Skilled Up

This Code applies in all contexts associated with Skilled Up, including:

- Training delivery (face-to-face, online, and blended environments)
 - Work placements and industry engagement
 - All forms of communication (email, phone, social media, learning platforms)
 - Events, excursions, and external activities
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4. Definitions

Vilification

Any conduct, whether public or private, that incites hatred, serious contempt, or severe ridicule towards a person or group based on protected attributes such as race, religion, ethnicity, nationality, gender, sexual orientation, or disability.

Antisemitism

Hostility, prejudice, discrimination, or violence directed against Jewish people, Jewish identity, or Jewish institutions. This may include stereotypes, conspiracy narratives, denial or distortion of historical events, or targeting individuals based on actual or perceived Jewish identity.

Discrimination and Harassment

Unfair treatment or behaviour that offends, humiliates, or intimidates a person or group based on protected attributes.

5. Guiding Principles

All members of the Skilled Up community are expected to:

- Treat others with dignity, respect, and courtesy
 - Promote an inclusive and culturally safe environment
 - Value diversity and different perspectives
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- Take responsibility for their words and actions
- Uphold freedom of expression in a manner that does not harm, intimidate, or vilify others
- Actively contribute to a safe and respectful learning environment

6. Expected Standards of Behaviour

All staff, students, and associated parties must:

- Always communicate respectfully and professionally
- Use inclusive language and avoid stereotypes or assumptions
- Respect religious, cultural, and personal beliefs and practices
- Engage in constructive dialogue, even when opinions differ
- Follow all organisational policies and relevant laws
- Report inappropriate behaviour where safe and appropriate

7. Prohibited Conduct

The following behaviours are strictly prohibited at Skilled Up:

7.1 Vilification and Hate Speech

- Any form of vilification based on religion, race, ethnicity, or other protected attributes
- Antisemitic comments, jokes, stereotypes, or conspiracy theories
- Public or private statements that incite hatred, hostility, or violence

7.2 Discriminatory Behaviour

- Excluding, disadvantaging, or treating individuals unfairly
- Making derogatory remarks about a person's identity

7.3 Harassment and Bullying

- Verbal, physical, or psychological abuse
- Intimidation, threats, or persistent unwelcome behaviour

7.4 Offensive Materials and Content

- Displaying, sharing, or distributing offensive symbols, images, or messages
- Posting or engaging with harmful content online, including through social media or learning platforms

7.5 Online Misconduct

- Cyberbullying, trolling, or targeted harassment
- Sharing or endorsing hate-based content

8. Responsibilities

8.1 Staff Responsibilities

Staff must:

- Model respectful and inclusive behaviour
- Act promptly when inappropriate behaviour is observed or reported
- Support students and colleagues who raise concerns
- Maintain professional boundaries and uphold organisational values

8.2 Student Responsibilities

Students must:

- Engage respectfully with peers, staff, and others
- Follow all Skilled Up policies and procedures
- Participate in learning in a way that supports a safe environment
- Report incidents of concern



8.3 Leadership Responsibilities

Management is responsible for:

- Promoting a culture of respect and inclusion
- Ensuring policies are implemented effectively
- Providing training and resources
- Ensuring fair and timely handling of complaints

9. Reporting and Complaints

Skilled Up encourages all members of its community to report any incidents of vilification, antisemitism, discrimination, or harassment.

Reports can be made through:

- The formal complaints and appeals process
- Directly to a trainer, manager, or administration staff

All reports will be:

- Treated seriously, sensitively, and confidentially
- Assessed and investigated promptly
- Managed in accordance with procedural fairness

Victimisation or retaliation against individuals who report concerns in good faith will not be tolerated.

10. Consequences of Breach

Breaches of this Code will result in appropriate disciplinary action, which may include:

For Students:

- Formal warning
- Mandatory training or counselling
- Suspension or cancellation of enrolment

For Staff and Contractors:

- Formal warning
- Performance management
- Suspension or termination of employment or contract

Serious breaches may be referred to external authorities where required by law.

11. Education and Awareness

Skilled Up is committed to ongoing education and awareness initiatives, including:

- Training on diversity, inclusion, and respectful behaviour
- Awareness programs addressing antisemitism and other forms of discrimination
- Promoting a culture of accountability and continuous improvement

12. Legislative Framework

This Code aligns with relevant Australian legislation, including but not limited to:

- Racial Discrimination Act 1975
- Anti-Discrimination laws applicable in relevant states and territories
- Fair Work Act 2009

13. Review and Continuous Improvement

This Code will be reviewed regularly to ensure it remains current, effective, and aligned with legislative requirements and best practice standards.



14. Commitment Statement

By being part of Skilled Up, all staff, students, and stakeholders agree to uphold this Code of Conduct and contribute to a respectful, inclusive, and safe environment.

Vilification, including antisemitism, is not acceptable under any circumstances and will be addressed with seriousness and integrity.



Document Control

Policy Version Details				
Current Version	Last Updated	Next Review Date	Author	Approved By
V3.0	01/07/2026	15/01/2027	Compliance Manager	CEO