

Policy Document

SEXUAL HARASSMENT POLICY

Definition

Sexual harassment is any verbal or physical conduct of a sexual nature and is identified by any of the following occurrences:

- It is uninvited, unreciprocated, unwelcome and/or repeated.
- Submission to such conduct is implicitly or explicitly a term or condition of an individual's employment, or a condition for decisions that might affect promotion, salary or any job conditions.
- Such behaviour creates an intimidating, hostile or offensive work environment for any employee.
- People are defined in terms of their gender or sexual preference, and their individual contribution and worth are denigrated or ignored as a result.

Sexual harassment can be physical, verbal, or written and can include words, actions, statements or images. It is against the law for any individual to sexually harass another individual.

Rationale

- Sexual harassment creates an intimidating, hostile and offensive work environment.
- Both males and females can be victims. It is unwelcome, illegal and will not be tolerated.
- The school recognises that everyone has a legal right to protection from sexual harassment.

Objectives

- To provide an enjoyable, harmonious work environment that is completely intolerant of sexual harassment.
- To ensure that proper standards of conduct are maintained at all times.

Implementation

- The Department of Education and Early Childhood Development (DEECD) and school councils are responsible for providing a work environment free from sexual harassment. This responsibility will be discharged through the school Principal.
- All staff have a responsibility to ensure their behaviour does not constitute or foster sexual harassment, and will be involved in sexual harassment professional development.
- All staff will be provided with a copy of the DEECD's Sexual Harassment Policy and Procedures and complete DEECD online Workplace Discrimination & Sexual Harassment training.
- A staff elected representative from our Consultative Committee (as well as Prin and AP) will be the nominated workplace contact people. Staff members will be advised to make contact with these representatives for any complaints.
- It is not the role of the workplace contact person to investigate, substantiate or resolve complaints, but they are responsible for providing confidential support to a complainant, to contact the Complaints and Investigations Unit regarding any

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complaint that has been made, and to inform the complainant of their rights and options.

- All staff members are referred to DEECD's *Sexual Harassment Policy and Procedures* for detailed information relating to sexual harassment, avenues available for lodging complaints and grievance procedures.
- All staff are referred to the DEECD HRweb site for information relating to the Equal Opportunity Act and associated information.
- School Council president will be informed of all potential harassment claims. All complaints will be treated with utmost confidentiality.

Evaluation

- This policy will be reviewed as part of the school's four-year review cycle.

Ratification

Ratified by School Council: 24-October 2012

School Council President: Glen Noble Principal: Anne McPhee

References:

- DEECD's Sexual Harassment Policy and Procedures - http://www.education.vic.gov.au/hrweb/divequity/Pages/default_eeo.aspx
- DEECD HRweb - <http://www.eduweb.vic.gov.au/hrweb/diversity/equal.htm>