

HARASSMENT Policy & Procedures

Last reviewed: January 2021

Next review date: January 2022
By: Director of Business Operations

POLICY

We do not accept any form of harassment, including sexual and racial harassment. We are committed to providing a safe environment that is based on mutual respect and is free from harassment.

HARASSMENT

Harassment generally involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular personal characteristic, such as race, age, gender, disability, religion or sexuality. Harassment can also be unlawful and lead to legal action being taken against the perpetrator.

Sexual Harassment

Sexual harassment is found in many forms, from relatively mild sexual banter to actual physical violence.

Sexual harassment is when a person is subjected to unwelcome and uninvited sexual conduct by another person. Sexual harassment can also result when a sexually intimidating or offensive environment is created.

Sexual harassment occurs when a particular behaviour and/or language could be expected to make a person feel offended, humiliated, or intimidated. It can be physical, verbal, written or pictorial.

Work-related sexual harassment covers behaviour that takes place:

- at our normal workplace and during normal working hours;
- off-site work-related events such as conferences, seminars and functions, including client or supplier functions; and
- between colleagues after hours, eg phone calls to their home or posts on social media.

It is important to remember that it is the way the victim perceives the behaviour that is important in determining whether or not harassment has taken place, not the intent of a particular individual.

Examples of sexual harassment include but are not limited to:

- displaying pornographic literature in the workplace;
- offensive gestures;
- persistent or intrusive enquiries into someone's private life, sexuality or physical appearance;
- requests for sexual favours;
- sexually offensive phone calls, messages on email, voicemail or in writing;
- staring or leering at a person or particular parts of their body;
- unwanted physical contact, touching, brushing against another person;
- verbal comments or abuse (eg persistent jokes or innuendos of a sexual nature);
- repeated requests to go out;
- displaying offensive screen savers, photos, calendars or objects;
- sexually explicit emails, text messages or posts on social networking sites (see our Social Media - Personal Use policy); and
- stalking.

It is not considered sexual harassment when a person welcomes another person's attention. However, what may be socially acceptable may not be appropriate professional behaviour in the workplace.

Racial Harassment

Racial harassment is also found in many forms. Examples include:

- Abusive, threatening or insulting words and behaviour;
- Deliberate exclusion from conversations;
- Displaying abusive writing and pictures;
- Insensitive jokes related to race; and
- Pranks.

WHAT IS NOT UNLAWFUL HARASSMENT

Reasonable management action taken in a reasonable way does not constitute harassment. This includes:

- setting reasonable performance goals and standards including work deadlines;
- reasonable work performance assessment, counselling, disciplinary and termination practices; and
- rostering and allocating working hours where the requirements are reasonable.

RESPONSE PROCEDURES

If you believe that you have been harassed, you should take prompt action in accordance with the procedures set out in our **Complaints Policy – Student, Parents and Community** or staff can follow the procedures set out in **What To Do If You Feel You Have Been Discriminated Against, Harassed, or Bullied**, available on the Staff Policy Portal.