

SEXUAL HARASSMENT POLICY		
1.	PURPOSE	<p>The Society recognizes the right of every employee, member and volunteer to be able to attend work and to perform their duties without being subjected to any form of sexual harassment. This policy outlines the Society's position on sexual harassment and the process which is to be followed should any grievances arise.</p> <p>Sexual harassment is against the law under the <i>Equal Opportunity Act 2010</i>.</p>
2.	SCOPE	<p>This policy applies to all employees, members and volunteers of the St Vincent de Paul Society Canberra/Goulburn.</p>
3.	DEFINITIONS	<p>Sexual harassment as defined by the Human Rights Commission means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to:</p> <ul style="list-style-type: none"> • staring or leering • unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching • suggestive comments or jokes • insults or taunts of a sexual nature • intrusive questions or statements about your private life • displaying posters, magazines or screen savers of a sexual nature • sending sexually explicit emails or text messages • inappropriate advances on social networking sites • accessing sexually explicit internet sites • requests for sex or repeated unwanted requests to go out on dates • behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications. <p>Sexual harassment is not interaction, flirtation or friendship which is mutual or consensual.</p> <p>Sexual harassment is covered in the workplace when it happens:</p> <ul style="list-style-type: none"> • at work • at work-related events or where people are carrying out work-related functions • between people sharing the same workplace <p>A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.</p>
4.	POLICY	<p>The Society will not tolerate sexual harassment under any circumstances. Responsibility lies with every manager, supervisor, employee, member and volunteer to ensure that sexual harassment does not occur. This policy applies to conduct that takes place in any work-related context, including conferences, work functions, social events and business trips.</p> <p>Both federal and state legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all</p>

	<p>employees, volunteers and members in a work-related context - whether paid or unpaid work.</p> <p>No employee, member or volunteer at any level should subject any other employee, volunteer, member, customer or visitor to any form of sexual harassment.</p> <p>A breach of this policy may result in disciplinary action, up to and including termination of employment for an employee and termination of engagement for a volunteer</p> <p>The Chief Executive Officer is responsible for ensuring people are aware of this policy, it is covered in Society inductions, is included in orientation and within risk assessment and treatment plans, where appropriate. The Human Resources Manager is the contact officer for queries and complaints relating to bullying and harassment. All employees will be required to undertake sexual harassment awareness training.</p> <p>The Society strongly encourages any employee, volunteer or member who feels they have been sexually harassed to take immediate action. If an employee, volunteer or member feels comfortable in doing so and it is appropriate, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee, volunteer or member should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.</p> <p>Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the organisation has the right to determine how the report should be dealt with in accordance with its obligations and this policy.</p> <p>Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of procedural fairness.</p> <p>Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process. The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.</p> <p>No employee, volunteer or member will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment or against any employee, volunteer or member who has been alleged to be a harasser.</p> <p>Managers who fail to take appropriate corrective action when aware of harassment of a person maybe subject to disciplinary action.</p>
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5.	REFERENCES	<p>Work Health and Safety (Preventing and Responding to Bullying) Code of Practice 2012 (No 1) Effectively Preventing and Responding to Sexual Harassment Code of Practice 2008 Sex Discrimination Act 1984 Work Health and Safety Act 2011 (NSW) Work Health and Safety Act 2011 (ACT) National Standards for Volunteer Involvement</p>
7.	RELATED DOCUMENTS	<p>Policy CG-009 Reconciliation Commission Policy CG-010 Injury Management Policy CG-011 Workers Compensation Policy CG-012 Return to Work Policy CG-012 Physcological Injuries Policy CG-017 Bullying and Harassment Policy CG-021 Grievances</p>
8.	APPROVED	<p>Approved by the Canberra/Goulburn Territory Council at the February 2019 meeting.</p>
9.	APPROVED DATES	<p>This policy was approved on: 20 March 2017 This version takes effect from: 22 February 2019 This policy will be reviewed by: 22 February 2022</p>
10.	POLICY OWNER	<p>Human Resources Manager</p>