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 or educational environment for any employee or student.
- 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.

Aim:
- To provide an enjoyable, harmonious work and educational environment that actively discourages 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 schools are responsible for providing a work and educational environment free from sexual harassment. This responsibility will be discharged through the school Principal.
- All staff and students have a responsibility to ensure their behaviour does not constitute or foster sexual harassment.
- All staff will complete DEECD online Workplace Discrimination & Sexual Harassment training.
- Students will familiarise themselves with the Sexual Harassment Policy and take part in workshops.
- A workplace contact person will be the nominated initial point of contact for 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, and to inform the complainant of their rights and options.
- The workplace contact person will inform the Principal of the school of all allegations of sexual harassment or sexual misconduct.
- The Principal will treat all allegations of sexual harassment or misconduct seriously, and will report all matters to the Conduct & Ethics Branch for further instruction.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.