



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.

Aims:

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

Implementation:

- The Department of Education and Training 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.

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- All staff will complete Department of Education online Workplace Discrimination & Sexual Harassment training.
- 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
- All staff members are referred to the following website for detailed information regarding Sexual Harassment –
http://www.education.vic.gov.au/hrweb/Documents/Sexual_Harassment_Policy.pdf

Evaluation

This policy will be reviewed and endorsed by Alexandra Secondary College Council every 3 years or more often if necessary to changes in regulations or circumstances.

Date Implemented	April 2015
Author	Bronwyn Howell
Approved By	Alexandra Secondary College School Council
Approval Authority (Signature & Date)	
Date Reviewed	April 2018
Responsible for Review	Welfare