



## Harassment Policy

<b>Harassment</b>	Harassment involves unwelcome behaviour that intimidates, offends, or humiliates a person. Harassment related to particular personal characteristic such as race, age, sex, disability, religion or sexuality is a form of unlawful discrimination and can lead to disciplinary action as well as legal action being taken against the perpetrator and in some cases the employer.
<b>Sexual Harassment</b>	<p>Sexual harassment is found in many forms, from relatively mild sexual banter to actual physical violence.</p> <p>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 work environment is created.</p> <p>Sexual harassment occurs when a particular behaviour and/or language occurs where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person being harassed would feel offended, humiliated, or intimidated. It can be physical, verbal, written or pictorial.</p> <p>Work-related sexual harassment covers behaviour which takes place:</p> <ul style="list-style-type: none"><li>• at our normal workplace and during normal working hours</li><li>• off-site work-related events such as conferences, seminars and functions, including client or supplier functions</li><li>• between colleagues after hours, for example phone calls to their home, or posts on social media.</li></ul> <p>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.</p> <p>Examples of sexual harassment include but are not limited to:</p> <ul style="list-style-type: none"><li>• displaying pornographic literature in the workplace</li><li>• offensive gestures</li><li>• persistent or intrusive enquiries into someone's private life, sexuality, or physical appearance</li><li>• requests for sexual favours</li><li>• sexually offensive phone calls, messages on email, voicemail or in writing</li><li>• staring or leering at a person or particular parts of their body</li><li>• unwanted physical contact, touching, brushing against another person</li><li>• verbal comments or abuse (e.g. persistent jokes or innuendos of a sexual nature)</li><li>• repeated requests to go out</li></ul>

	<ul style="list-style-type: none"> <li>• displaying offensive screen savers, photos, calendars or objects</li> <li>• sexually explicit emails, text messages, or posts on social networking sites (refer to our <a href="#">Social Media - Personal Use</a> policy)</li> <li>• stalking.</li> </ul> <p>It is not considered sexual harassment when a person welcomes another person's attention. However, what may be considered to be socially acceptable may not be appropriate professional behaviour in the workplace.</p>
<b>Sex-Based Harassment</b>	<p>Sex-based harassment is unwelcome conduct of a seriously demeaning nature that is related to an individual's sex, or a characteristic relating generally to that person's sex, but is not sexual in its nature.</p> <p>Sex-based harassment occurs where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person being harassed would feel offended, humiliated, or intimidated. It can be physical, verbal, written or pictorial.</p> <p>Examples of sex-based harassment include but are not limited to:</p> <ul style="list-style-type: none"> <li>• making inappropriate comments and jokes to a person based on their sex</li> <li>• displaying images or materials that are sexist, misogynistic or misandrist</li> <li>• making sexist, misogynistic or misandrist remarks about a specific person</li> </ul> <p>requesting a person to engage in degrading conduct based on their sex.</p>
<b>Racial Harassment</b>	<p>Racial harassment is also found in many forms. Examples include:</p> <ul style="list-style-type: none"> <li>• abusive, threatening or insulting words and behaviour</li> <li>• deliberate exclusion from conversations</li> <li>• displaying abusive writing and pictures</li> <li>• insensitive jokes related to race</li> <li>• pranks.</li> </ul>
<b>What is Not Unlawful Harassment?</b>	<p>Reasonable management action taken in a reasonable way does not constitute harassment. This includes:</p> <ul style="list-style-type: none"> <li>• setting reasonable performance goals and standards including work deadlines</li> <li>• reasonable work performance assessment, counselling, disciplinary and termination practices</li> <li>• rostering and allocating working hours where the requirements are reasonable.</li> </ul>
<b>Policy</b>	<p>We deplore all forms of harassment, including sexual, sex-based and racial harassment. We are committed to providing a safe working environment that is based on mutual respect and is free from harassment.</p> <p>Harassment is not acceptable in any circumstances and is strictly prohibited.</p>
<b>Response Procedures</b>	<p>If you believe that you have been harassed, you should take prompt action in accordance with the procedures set out in <a href="#">What to Do if You Feel You Have Been Discriminated Against, Harassed, or Bullied</a>.</p>
	<p>Managers and supervisors are responsible for ensuring that workers are treated fairly and with respect, and in particular:</p>

<b>Managers and Supervisors Responsibility</b>	<ul style="list-style-type: none"> <li>• model appropriate standards of behaviour</li> <li>• take steps to educate and make workers aware of their obligations under this Policy and the law</li> <li>• intervene quickly and appropriately when they become aware of inappropriate behaviour</li> <li>• act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard</li> <li>• help workers resolve complaints informally</li> <li>• refer formal complaints about breaches of this policy for investigation</li> <li>• ensure workers who raise an issue or make a complaint are not victimised.</li> </ul>
<b>Workers and Directors Responsibility</b>	<p>All workers and directors:</p> <ul style="list-style-type: none"> <li>• are expected to treat all workers, including apprentices, volunteers and interns, directors, clients, suppliers, contractors and any other person in the course of their work, professionally and with respect</li> <li>• are expected to avoid behaviour that could be interpreted as harassing and act to prevent others from engaging in harassment, where this is reasonably practicable</li> <li>• where they have witnessed harassment in the workplace they are expected to intervene if it is safe to do so, or report this to your Line Manager or the Head of Operations.</li> </ul>
<b>Implementation</b>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff training</li> <li>• effective incident notification procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<b>Breach of Policy</b>	<p>Where an employee breaches this Policy, Specialised Assistance School for Youth will take disciplinary action, including in the case of serious breaches, summary dismissal. Any staff member who causes, instructs, induces, aids or permits any behaviour that breaches this Policy will also be subject to disciplinary action, including in the case of serious breach, summary dismissal. Engaging in unlawful harassment may result in legal action being taken against the perpetrator and Specialised Assistance School for Youth.</p>