



SEXUAL HARASSMENT POLICY

RATIONALE:

- Sexual harassment is unwelcome conduct of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated or intimidated. A single incident is enough to be considered sexual harassment - it does not have to be repeated behaviour. The person engaging in unwelcome behaviour does not have to intend to be sexually harassing the other person for the behaviour to be considered sexual harassment. Regardless of what was intended, sexual harassment is defined by the nature and the impact of the behaviour, not the intention behind it. It is against the law for any individual to sexually harass another individual.

Sexual harassment is identified by any of the following occurrences:

- Uninvited, unreciprocated, unwelcome and/or repeated verbal or physical contact.
- Defining people in terms of their gender or sexual preference.
- Requiring submission to any harassment as a condition of employment, promotion or other job conditions.

AIMS:

- To provide an enjoyable and 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 together with 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 prevention or awareness as deemed necessary by the Department of Education and Training in line with their Sexual Harassment Policy.
- A workplace contact person will be nominated as the initial point of contact for complaints and will participate in any training provided by the Department of Education in relation to carrying out this responsibility.
- 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 in accordance with Department of Education expectations.
- All staff members are referred to the following website for detailed information regarding Sexual Harassment https://www.education.vic.gov.au/hrweb/Documents/Sexual_Harassment_Policy.pdf

EVALUATION:

This policy was last updated in April 2021 and will be reviewed every two years as part of the school's policy review cycle. It is scheduled for review in March 2023.