

# Sexual Harassment Policy

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## Scope

This policy applies to:

- directors, managers, staff, trainers and students
- how Employ-Ease provides services to students and how it interacts with members of the public
- all aspects of employment and training
- on-site, off-site or after hours work; work-related social functions or conferences – wherever and whenever staff may be as a result of their role with Employ-Ease
- staff treatment of other staff, of students and other members of the public encountered in the course of their duties whilst representing Employ-Ease.

## Definition

**Sexual harassment** is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working /learning environment.

## Purpose

To ensure that Employ-Ease' working and learning environment is free from sexual harassment.

## Policy Statement

Employ-Ease is committed to providing a safe, flexible and respectful environment in which staff and students are free from all forms of sexual harassment.

Sexual harassment will not be tolerated under any circumstances and rapid disciplinary action will be taken against any person who engages in this behaviour.

Sexual harassment is a specific and serious form of harassment and is unlawful. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated requests to go out
- requests for sex
- sexually explicit emails, text messages or posts on social networking sites.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is unlawful and is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

**Rights and responsibilities**

All staff, trainers and students have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment, it doesn't have to be repeated.

All incidents of sexual harassment, no matter how large or small or who is involved require a prompt and appropriate response by management.

Employ-Ease recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff and students to respect other people's limits.

**Reporting**

All Employ-Ease staff, trainers and students are required to treat others with dignity, courtesy and respect.

Employ-Ease strongly encourages any staff member or student who believes they have been sexually harassed to contact the RTO Manager or Director.

All complaints will be treated in a sensitive, fair, timely and confidential manner and due diligence will be taken to guarantee complainants are protected from victimisation or reprisal.

Every effort will be made to address complaints in a manner which minimises personal harm, prevents escalation and maintains positive workplace relations.

If management suspects that a criminal incident has occurred, the complainant will be advised to report the matter to the police and will be provided with any necessary support.

**Resolving issues**

Reports of sexual harassment will be acted upon as deemed appropriate by the RTO Manager or Director and be in keeping with the principles of natural justice.

All parties will be given notice of the complaint or allegations against them, and the process by which it is proposed the matter will be resolved.

All parties will be given an opportunity to be heard and to respond to the complaint or allegations.

The Director or RTO Manager will act impartially, honestly and without bias.

Where resolution is not achieved internally, the complainant will be directed to the Human Rights Commission.

**Review details**

This policy was adopted by Employ-Ease on 12<sup>th</sup> August 2013