



Carrum Primary School 3385

Walkers Road, Carrum 3197

Telephone: 9772 1117

Facsimile: 9776 1586

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.
- Submissions 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 other 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.

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 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 Employment, 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.
- A workplace contact person will be the nominated initial point of contact for complaints, but they are responsible for providing confidential support to a complainant, to contact the Complaints and Investigations Unit regarding any complaint that has been made, and to inform the complainant of their rights and options.
- All staff members are referred to the Victorian Equal Opportunity and Human Rights Commission relating to sexual harassment, avenues are available online for lodging complaints and grievance procedures.
- All staff are referred to the DEET site for information relating to the Equal Opportunity Act and associated information.
- All complaints will be treated with utmost confidentiality.

Evaluation:

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

**This policy was ratified by School Council on 16/05/2017
Due for review May 2020**