

# FRANKSTON SPECIAL DEVELOPMENTAL SCHOOL 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.

## Aim:

- 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:

- DEECD 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 members have a responsibility to ensure their behaviour does not constitute or foster sexual harassment, and will be involved in sexual harassment professional development.
- All staff will be provided with a copy of the DEECD *Sexual Harassment Policy and Procedures* and complete DEECD online Workplace Discrimination & Sexual Harassment training.
- A workplace contact person will be the nominated initial point of contact for complaints of the above nature.
- 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, 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 Circular 168/2002 *Sexual Harassment Policy and Procedures* for detailed information relating to sexual harassment, avenues available for lodging complaints and grievance procedures.
- All staff are referred to the following DEECD Sofweb site for information relating to the Equal Opportunity Act and associated information: <http://www.sofweb.vic.edu.au/hrm/mandiv/equalop.htm>
- The School Council president will be informed of all potential harassment claims. 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 last ratified by School Council in....

November 2008