

 <p><b>Traralgon College</b> <i>Policy Manual</i></p>	<p><b>900 ENVIRONMENT POLICIES</b></p> <p><b>SEXUAL HARASSMENT</b></p>	<p>Page: 1 of 2</p> <p>Issue: 1.0</p> <p>Date: October, 2003</p>
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Sexual Harassment is unlawful behaviour under the *Commonwealth Sex Discrimination Act 1984* and the *Victorian Equal Opportunity Act 1995*.

Sexual Harassment will not be tolerated at Traralgon College.

**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.
- A submission to such conduct is implicitly or explicitly a term or condition of an individual's employment, or condition for a decision 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 or 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.
- Traralgon College 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:**

- 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.
- 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 Section 6.5.4 of the 'Schools of the Future Reference Guide' for detailed information relating to, sexual harassment, avenues available for lodging complaints and grievance procedures.
- All staff are referred to the following DE&T SofWeb site for information relating to the Equal opportunity Act and associated information.

**Information and Contacts:**

[www.sofweb.vic.gov.au](http://www.sofweb.vic.gov.au) - Human Resource Management –  
***Sexual Harassment Policy and Procedures***

This policy was last ratified by School Council on....		
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