



St Gerard Majella School

Sexual Harassment Policy

PREAMBLE

As a part of the Christian community dedicated to the inherent value of each and every member of this community, we acknowledge that sexual harassment is a denial of individual worth and rights.

POLICY

- Sexual harassment is unwelcome behaviour of a sexual nature which makes a person feel offended, humiliated or intimidated. In addition to sexual harassment being an offence under the Fair Work Act 2009 (Cth), sexual harassment is unacceptable behaviour for members of our community.
- St Gerard Majella has a legal responsibility to prevent sexual harassment by its staff as the School could be exposed to liability through inappropriate behaviour by its staff. The School is committed to ensuring the workplace is free from sexual harassment. Such behaviour will not be tolerated.
- Staff can be the subject of sexual harassment by others, including supervisors, students, co-workers, contractors or parent/guardians and in turn staff can subject others to sexual harassment. Sexual harassment is not just unlawful during working hours. It extends to all aspects of employment including work-related functions.
- The consequences for breaching this policy include counselling, a formal warning or dismissal. Disciplinary action will be taken against anyone who retaliates against or victimises a complainant.
- Sexual harassment may include, but is not limited to:
 - staring or leering
 - unnecessary familiarity such as deliberately brushing against you or unwelcome touching
 - suggestive comments or jokes
 - insults or taunts of a sexual nature
 - intrusive questions or statements about your private life
 - displaying posters, magazines or screen savers of a sexual nature
 - sending sexually explicit emails or text messages
 - inappropriate advances on social networking sites



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- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

VALUES

Dignity, respect, human rights, justice, reconciliation and self-respect

PRINCIPLES

St Gerard Majella School aims to:

- create an environment which is free from sexual harassment, where all members of staff are treated with dignity, courtesy and respect; and
- protect complainants from victimisation or reprisals.

St Gerard Majella School will:

- implement training and awareness strategies to ensure staff know their rights and responsibilities;
- provide an effective procedure for complaints to be dealt with based on the principles of natural justice;
- treat all complaints in a sensitive, fair, timely and confidential manner;
- inform staff of the identity of the Diocesan Workplace Harassment Officers;
- encourage the reporting of behaviours which breach this policy; and
- promote appropriate standards of conduct at all times.

Administration Staff will provide an internal procedure for handling any sexual harassment incident which will include:

- monitoring the working environment,
- modelling appropriate behaviour,
- treating all complaints seriously,
- taking immediate action to resolve them, and
- referring a complaint to CES where appropriate.



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Staff are to:

- comply with the school's Sexual Harassment Policy;
- offer support to anyone being harassed; and
- maintain confidentiality if they provide information during an investigation of a complaint.

Staff have a range of options to address sexual harassment, these include:

- confront the harasser; and/or
- make a formal complaint using internal complaint procedures; or
- make an external complaint to CES, the Human Rights Equal Opportunity Commission or the Anti Discrimination Commission Queensland.

EVALUATION

This policy is to be reviewed as part of the School's renewal cycle.

This policy was last ratified by School Board on 24 November 2014

Chair Signature