

HR7. Sexual Harassment Policy

Policy Objective

To provide a safe working environment free from sexual harassment

Policy Statement

The Sex Discrimination Act makes it unlawful for a person to sexually harass another person in a number of areas including employment, education, the provision of goods and services and accommodation. Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment. The Shire considers sexual harassment to be an unacceptable form of behaviour that will not be tolerated

Sexual harassment is any conduct of sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited.

Sexual harassment may include:-

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against someone or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- displaying material print or electronic of a sexual nature
- sending sexually explicit communications print or electronic
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites during working hours or using work resources
- requests for sex or repeated unwanted requests to see someone socially
- behaviour that may also be considered to be an offense under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

The Shire recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific for training officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

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Any persons making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties. An employee whose health or work performance has been affected by the sexual harassment will not have their employment status or conditions disadvantaged in any way. A formal complaint/grievance process will be conducted appointing an independent suitably qualified individual to effectively resolve complaints of sexual harassment.

Independent contact person for sexual harassment is the Manager Finance & Administration or Community Development Manager.

Policy Reviewed October 2020