



S^tPATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 1.5

Sexual Harassment

Version 4: 25 February 2014
Ratified by Board of Directors: May 2014
Review Date: May 2017





THE LAW

Sexual harassment is unlawful in South Australia. No-one has to tolerate unwelcome sexual behaviour in the workplace.

Under the South Australian Equal Opportunity Act 1984, employees are protected from sexually-orientated behaviour that they find "offensive, humiliating or intimidating". It is the employer's responsibility to make sure the workplace is free of sexual harassment. St Patrick's Technical College is committed to fulfilling this responsibility.

POLICY

St Patrick's Technical College regards sexual harassment as a serious and important issue. We believe that anyone who works for us, or applies for a job with us, and everyone with whom we deal in our daily work, and within our College community, has a right to be treated with respect and dignity.

Management will treat all complaints of sexual harassment seriously and will deal with them promptly, impartially and in confidence.

DEFINITION

"Sexual harassment is sexual behaviour which makes people feel offended, afraid or humiliated.

Both men and women can sexually harass or be harassed.

Sexual harassment is determined from the point of view of the person feeling harassed. It is how the behaviour is received not how it is intended.

Sexual harassment can be:

- ***Unwelcome touching or kissing***
- ***Comments or jokes, leering or staring***
- ***Sexual pictures, objects, emails, text messages or literature***
- ***Direct or implied propositions, or requests for dates***
- ***Questions about sexual activity".***

Mutual attraction or friendship with consent is not sexual harassment.

Some examples of behaviour which could constitute sexual harassment include:

- Deliberate physical contact, such as patting, pinching, or brushing against another person:
- Touching or fondling
- Requests for sexual favours, either directly or by implication
- Sexual jokes and comments
- Displays of sexually suggestive material
- Suggestive comments about a person's physical appearance or sexuality
- Persistent requests for a date after having been refused
- Persistent questioning about a person's private life.



POLICY IMPLEMENTATION

Implementation of the Sexual Harassment Policy at St Patrick's Technical College will be via the following steps:

- The policy statement will be made available to all workers
- All management will receive sexual harassment training
- Any complaint will be dealt with seriously, quickly, impartially and in confidence
- All workers will be assured that there will be no victimisation of complainants
- All necessary steps will be taken to ensure there is no repeat of the offence.

RIGHTS & RESPONSIBILITIES

Employees have:

- the right not to be sexually harassed at work
- the right to be protected by their employers from this behaviour
- the right to complain
- the right to work in an environment free of sexual harassment
- the responsibility not to sexually harass other employees or clients
- the responsibility to be familiar with Sexual Harassment policies and complaint procedures.

Management have:

- the right to control, direct and monitor work performance
- the right to give legitimate comment on performance or work related behaviour
- the responsibility to ensure that the workplace and goods and services offered are free from sexual harassment
- the responsibility to take all reasonable steps to prevent these behaviours
- the responsibility to respond quickly, seriously and effectively to any complaints.

Incidents and/or complaints of sexual harassment from staff or students are to be dealt with promptly and in confidence following the rights and responsibilities listed above.

St Patrick's Technical College's policy against sexual harassment has the strong personal endorsement of management and Board and we ask all who work at the College to co-operate fully to help create and maintain a pleasant, productive, harassment free working environment for all.



EQUAL EMPLOYMENT COMMISSION

While the College would prefer to deal with complaints internally, and are committed to doing so efficiently, any South Australian has the right at any time to lodge a complaint of sexual harassment with the Equal Opportunity Commission.

Contact details are as follows:

Equal Opportunity Commission

Level 10
30 Currie Street
ADELAIDE SA 5000

GPO Box 464
ADELAIDE SA 5001

Phone: 8207 1977
Free Call: 1800 188 163
Fax: 8207 2090

Website: www.eoc.sa.gov.au

Note: A complaint must be lodged with the Equal Opportunity Commission within six months of the last act of sexual harassment.

RELATED POLICIES

- *1.1 – Ethos & Charter*
- *1.4 – Staff Code of Conduct*
- *1.6 – Equal Opportunity*
- *1.10 – Staff Grievances*



APPENDIX 1

ACCEPTANCE

I have read the *Code of Conduct* and am prepared to abide by them.

Name: _____

Signature: _____

Date: _____