

HARASSMENT PHYSICAL/SEXUAL ASSAULT POLICY AND PROCEDURE

Policy Title:	Harassment, Physical or Sexual Assault
Policy Type:	Risk Management

DEFINITION

Harassment is any unwelcome visual, verbal or physical conduct. It may include propositions, personal comments or innuendo, verbal or physical jokes, insults or threats. Sexual harassment is unwelcome behaviour of a sexual nature as defined by the person who is offended by the behaviour. Sexual harassment is recognised as a form of sex discrimination and is now illegal under the Anti-Discrimination Act.

POLICY

The organisation is committed to providing an environment for all employees, volunteers and visitors, free from harassment, intimidation, physical and sexual assault. Fellow employees and members of the public will treat all employees and volunteers, with courtesy, dignity and sensitivity concerning their rights, including duties and career aspirations.

PROCEDURE

If you believe you have been the victim of a criminal act your first call must be to the police.

Employee or Volunteers who feel offended by unwelcome behaviour are responsible for advising the person conducting the unwelcome behaviour that they are offended by such behaviour.

- Employee or Volunteers may also wish to report the behaviour to their immediate supervisor or alternatively to the Management Committee or its designated Member Information Protection Officer as soon as the alleged harassment occurs.
- The Committee or its representative will record the incident in writing, keeping it strictly confidential and ask the employee or volunteer if they would like an investigation into the incident.
- If an investigation is requested, the Committee shall contact a designated investigator who shall be trained in and familiar with reporting and investigative procedures regarding incidents of workplace harassment.
- The investigator shall ensure that any alleged harassment is resolved quickly and professionally, to the satisfaction of all parties. All reports **will be strictly confidential** and shall be held by the organisation.

The organisation reserves the right to terminate the services of any employee or volunteer found guilty of harassment, physical or sexual assault immediately. The organisation reserves the right to suspend the services of any employee or volunteer at the recommendation of the designated investigator.