

Harassment Policy

RATIONALE

Kingswood creates an enjoyable learning environment where students and staff can flourish and prosper. Harassment creates an intimidating, hostile and offensive work environment; it is unwelcome, illegal and will not be tolerated. The school recognises that everyone has a legal right to protection from harassment.

Definition:

Harassment is any verbal or physical conduct that could reasonably be expected to make a person feel offended, humiliated or intimidated and is identified by any of the following occurrences:

- It is uninvited, unreciprocated, unwelcome and/or repeated.
- Submission to such conduct is implicitly or explicitly a term or condition of an individual's employment, or a condition for decisions that might affect promotion, salary or any job conditions.
- Such behaviour creates an intimidating, hostile or offensive work environment for any employee.

Harassment can be physical, verbal, or written and can include words, actions, statements or images. It is unlawful behaviour under the Commonwealth Sex Discrimination Act 1984 and the Equal Opportunity Act 2010.

AIMS

- To provide an enjoyable, harmonious work environment that actively discourages harassment.
- To ensure that proper standards of conduct are maintained at all times.

IMPLEMENTATION

- The Department is responsible for providing a work environment free from harassment. This responsibility will be discharged through the school Principal.
- All staff have a responsibility to ensure their behaviour does not constitute or foster harassment and to report instances of harassment.
- All staff will complete the Department online workplace discrimination and harassment training as required.
- A workplace contact person will be the nominated by the Principal as the 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, and to inform the complainant of their rights and options.
- The workplace contact person will inform the Principal of the school of all allegations of harassment, and will maintain confidentiality at all times.
- The Principal will treat all allegations of harassment seriously, will ensure the principles on natural justice are observed at all times, and will report all allegations of harassment involving staff to the Conduct & Ethics Branch for further instruction.
- If the Principal believes a crime has been committed they will report the matter to police.

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- If at any time any person involved in any complaints process requires counselling, contact should be made with the Employee Assistance Program on 1800 337 068.

REFERENCES

http://www.education.vic.gov.au/hrweb/divequity/Pages/default_eo.aspx
http://www.education.vic.gov.au/hrweb/Documents/Sexual_Harassment_Policy.pdf

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

Review

Version	Edited By / Comments	Next Review
June 2013	Environment & Facilities Sub-Committee	June 2016
May 2016	Wellbeing Sub-Committee	May 2019