Definition: Sexual Harassment is defined as any verbal or physical conduct of a sexual nature when any of the following occur:

- 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;
- Submission to such conduct is implicitly or explicitly a term or condition for decisions which might affect promotion, salary or any other job condition;
- Such behaviour creates an intimidating, hostile or offensive work environment for one or more employees;
- People are defined in terms of their gender or sexual preference and their individual contribution and worth are denigrated or ignored as a result.

1.0 PURPOSE OF POLICY

1.1 To ensure that the school environment is free of sexual harassment
1.2 To establish channels for redress from sexual harassment

2.0 PRINCIPLES

2.1 The Principal will ensure that proper standards of conduct are maintained at all times and that sexual harassment is actively discouraged
2.2 Members of the school community should be aware of the School's Code of Conduct
2.2 Staff should be aware of the relevant legislation and the DEECD policy in relation to eliminating sexual harassment in the workplace
2.3 Staff should be aware of the forms of sexual harassment that constitute serious misconduct
2.4 Staff should be aware that through DEECD sexual harassment policies and procedures, personal support is available
2.5 Maintaining a school environment free from sexual harassment should be seen as a whole school responsibility
2.6 School community concerns regarding sexual harassment should be addressed to the Principal

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

3.1 Students will be made aware of what constitutes sexual harassment
3.2 All staff will positively promote tolerance and equality
3.3 Copies of the school’s Student Code of Behaviour will be available in the student diaries, on the school’s website and on school signage
3.4 Staff will be expected to maintain professional standards of conduct
3.5 The staff welfare team will act as a contact point and will:
   3.6.1 Provide advice and empathetic support for staff who have a complaint
   3.6.2 Provide the complainant with the various avenues available for advice and procedures for complaint
   3.6.3 Ensure confidentiality in all matters pertaining to sexual harassment
   3.6.4 Ensure that the relevant procedures for a complaint are carried out
   3.6.5 Keep documentation in the format required by DEECD
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3.6.6 Advise appropriate DEECD personnel of circumstances which may lead to cases of sexual harassment and make recommendations for change

3.6.7 Receive the support of the Principal in the carrying out of these duties

3.6 In line with DEECD procedures, the Principal will take the following steps in the event of sexual harassment occurring in the school:

3.7.1 **Employee-Employee:** Where allegations of sexual harassment occur between two employees of the school the Principal will apply the DEECD policy and guidelines and relevant procedures

3.7.2 **Employee-Student:** Where allegations of an employee sexually harassing a student occurs Emergency Management will be immediately notified and their advice acted upon.

3.7.3 **Student-Staff and Student-Student:** Where an allegation of a student sexually harassing staff or other students occurs, Emergency Management will be immediately notified and their advice acted upon.

3.7.4 **Voluntary Workers and Visitors:** Where allegations of sexual harassment involving voluntary workers or visitors to the school occur, Emergency Management will be immediately notified and their advice acted upon.