



Elimination of Sexual Harassment

Australian Education Union ACT Branch Policy

Policy Number	POLO23	Version	2.0
Last Reviewed	15/08/2018	Next Review	15/08/2021

INTRODUCTION

The Union is fully committed to eliminating, as far as possible, all forms of sexual harassment (as defined in the *Sex Discrimination Act 1984*) in the workplace and in its relationships with its members through a culture of openness, support and accountability.

PURPOSE

The purpose of this document is to identify the position of the Union in regards to sexual harassment and the process for management of an allegation of sexual harassment.

POLICY

The Union will not tolerate sexual harassment under any circumstances. This approach to sexual harassment applies to all officers, employees and members of the Union in any Union related context.

The Union will promptly and sensitively investigate any allegations of sexual harassment and take action appropriate to the findings of the investigation.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that staff are aware of this policy and lead a culture that does not tolerate sexual harassment.

It is the responsibility of all employees to contribute to a culture that discourages sexual harassment and set an example by their own behaviour.

PROCEDURES

1) Sexual Harassment Allegation Management

- An allegation of sexual harassment will be managed in accordance with the procedures identified in policy *Staff Dispute Resolution - POL052*.
- The complainant has the right to determine how a complaint is treated, either informally with the support of management, or formally by lodging a written complaint.
- Reports will be treated as confidential until the lodgement of a written complaint, where the person accused must be notified in accordance with natural justice.
- The complainant has the right to discontinue a complaint at any stage of the process.

2) Dealing with Criminal Conduct

The Union is committed to managing complaints about sexual harassment at an organisational level. However, some forms of severe sexual harassment may constitute criminal conduct unsuited to internal resolution. If a criminal offence is alleged to have occurred the aggrieved person must notify the Branch President or Branch Secretary and report the matter to the police.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.