

# HARASSMENT POLICY (STAFF)

---

## 1 **DEFINITION:**

Harassment is

- an unwelcome sexual advance
- an unwelcome request for sexual favours, or
- any other unwelcome conduct of a sexual nature
- comments, behaviours or practices of a racist nature

Such behaviour creates an intimidating, hostile or offensive work environment for one or more employees. Harassment can be physical, verbal, non-verbal or written, can include words, statements or graphics, which are transmitted by telephone, fax, video, e-mail or any other electronic communication devices.

## 2 **RATIONALE:**

Harassment in any form is unacceptable. All staff members have a responsibility to ensure our working environment remains free from harassment, and encourages all staff to develop attitudes and skills that discourage, challenge and report harassment in all forms.

## 3 **AIMS:**

- 3.1 To ensure the right of every individual to a school environment that is free from harassment in accordance with Government Policy.
- 3.2 To eliminate harassment and to promote a school environment that values, encourages and celebrates diversity.
- 3.3 To develop appropriate procedures to provide re-dress for individuals within the school community, who have been harassed or vilified.

## 4 **IMPLEMENTATION:**

- 4.1 All staff to be provided with DET information on 'Harassment' via professional development or professional reading.
- 4.2 All staff will complete DET online Discrimination, Harassment & Bullying training.
- 4.3 All staff to be provided with a copy of the Harassment Policy and to be expected to behave in an appropriate manner to comply with this policy and to treat everyone at the school with dignity and respect.
- 4.4 Staff members will not allow themselves or their colleagues to be subjected to harassment from other staff, parents, students or others – all such incidents will be recorded, evidence compiled and reported to the principal.
- 4.5 Anyone who experiences or witnesses harassment involving the Principal shall report it to the Regional Director.
- 4.6 If harassment is reported it will be investigated quickly and in accordance with DET procedures.
- 4.6 If there is no response from the relevant authority, the complainant may approach the school's occupational health and safety representative.
- 4.7 Any complaint will be treated seriously and handled in a confidential manner.

## 5 **EVALUATION:**

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