

Policy Name:	Sexual Harassment Prevention Policy
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## 1. Background

The Australian Institute of Music is committed to ensuring that the learning and working environment is free from sexual harassment, Sexual Harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee or students who breaches this policy.

This policy has been prepared to ensure that all AIM staff and students are able to perform their duties in an atmosphere based on mutual respect and the dignity for each individual. Sexual Harassment of any nature is unacceptable, unlawful and contrary to the duty of care to provide a safe environment for working and learning.

This policy is designed to meet internal and external best practice requirements.

## 2. Scope and applicability

This procedure is applicable to all AIM staff, students, member of the AIM executive and the AIM board.

## 3. Definitions

### 3.1. What is Sexual Harassment?

Sexual Harassment is:

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working environment.

Sexual harassment may include but is not limited to:

- uninvited touching;
- uninvited kisses or embraces;
- smutty jokes or comments;
- making promises or threats in return for sexual favours;
- displays of sexually graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks or common areas;
- repeated invitations to go out after prior refusal;
- "flashing" or sexual gestures;
- sex-based insults, taunts, teasing or name-calling;
- staring or leering at a person or at parts of their body;
- unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against them;
- touching or fiddling with a person's clothing including lifting up skirts or shirts, flicking bra straps, or putting hands in a person's pocket;
- requests for sex;
- sexually explicit conversation;
- persistent questions or insinuations about a person's private life;
- offensive phone calls or letters;
- stalking; and
- offensive e-mail messages or computer screen savers.

### **3.2. What sexual harassment is not**

Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

## **4. Sexual Harassment Prevention Policy**

### ***Sexual harassment is against the law!***

Sexual harassment is unlawful in any work-related context, including conferences, work functions, office Christmas parties and business or field trips and includes interactions with clients and customers.

Immediate disciplinary action will be taken against any student, AIM employee or contractor who victimises or retaliates against a person who has complained of sexual harassment.

### **4.1. Responsibilities of management and staff**

All Heads of Department, managers and supervisors have a responsibility to:

- monitor the working environment to ensure that acceptable standards of conduct are observed at all times;

- model appropriate behaviour themselves;
- promote the organisation's sexual harassment policy within their work area;
- treat all complaints seriously and take immediate action to investigate and resolve the matter;
- refer complaints to another officer if they do not feel that they are the best person to deal with the case (for example, if there is a conflict of interest or if the complaint is particularly complex or serious).

All staff have a responsibility to:

- comply with the organisation's sexual harassment policy;
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves);
- maintain complete confidentiality if they provide information during the investigation of a complaint. Staff should be warned that spreading gossip or rumours may expose them to a defamation action.

#### **4.2. Options for Dealing with sexual harassment**

- Informal action such as confronting the harasser directly
- Making a formal complaint to a Head of Department or supervisor.
- Make a formal complaint using AIM's Complaint and Appeals procedure.
- Employees can also approach their union, HREOC or the relevant State or Territory anti-discrimination agency for information and confidential advice.

The complaints process and resolution options are described in detail in the **AIM Complaints and Appeals Procedure**.

## **5. Policy implementation**

The Principal will manage the implementation of the policy, including the publishing of the policy on the intranet, its incorporation into the AIM policy and procedures manual, and communicating and negotiating the policy to staff and students.

### **5.1. Policy review**

This policy will be reviewed annually. The principal, in conjunction with the Heads of Department Committee, will manage the review process.

