

ST PAUL'S SCHOOLPOLICY ON SEXUAL HARASSMENTAdopted June 1993

- 1 Under the Queensland Anti-Discrimination Act and the Commonwealth Sex Discrimination Act, sexual harassment is against the law.
- 2 Sexual harassment happens when a person subjects another person to an unsolicited and unwanted demand or request or act of a sexual nature. It can include remarks, behaviour and comments which are intended to offend, humiliate or intimidate the other person or is done in circumstances where a reasonable person would have anticipated that offence, humiliation or intimidation would have occurred to the other person.
- 3 Sexual harassment is an unacceptable form of behaviour which will not be tolerated under any circumstances at this School.
- 4 This policy covers all students, employees (whether permanent, part-time or casual), voluntary workers, trainees, apprentices, contract workers, job applicants, customers, parents of students, or any member of the public on the School property.
- 5 Any reports of sexual harassment will be treated seriously and investigated promptly, confidentially and impartially.
- 6 Complaints expressed regarding breaches of this policy are to be taken seriously by the person to whom they are reported and all complaints are to be communicated to the Head, who will take such action as is necessary to prevent violation of the law.
- 7 A person who makes a complaint, or any person associated with a complainant, or a witness, will not be disadvantaged or victimized in any way.
- 8 A complainant has the right to make a complaint to the Queensland Anti-Discrimination Commission and the Human Rights and Equal Opportunity Commission.
- 9 Procedural details for complaints to either of the Commissions are outlined in the Queensland Anti-Discrimination Act 1991 and the Commonwealth Sex Discrimination Act 1984, and the Conciliation and Complaint Procedures brochure, copies of which are available around the School and in the Sutton Building, the Administration Building and other staff areas. Additional copies are available from the Head.

2.

Procedures for the Handling of Complaints:

- 1 Investigation of complaints is to be tactful and discreet, taken seriously, and not prejudged either way.
- 2 A clear description of the alleged incident will be obtained, in order to establish that the complaint is not trivial or otherwise misdirected in intent.
- 3 Accurate confidential notes will be taken and checked with the complainant.
- 4 The matter will be taken further only with the complainant's permission.
- 5 The alleged harasser will be interviewed confidentially and be given the opportunity to respond to the complaint.
- 6 The names of witnesses will be noted, and they may be interviewed if necessary to clarify the facts of a situation.
- 7 The School Council will be informed of every complaint and the course of action taken or to be taken.
- 8 The course of action taken may vary from dismissal of the complaint, to a written or verbal apology, to such disciplinary and/or counselling referrals as the Head considers reasonable, or to dismissal of the harasser, given the circumstances and severity of the case.
- 9 The Head is to inform both the alleged harasser and the complainant of the course of action to be taken, and the reasons for it.
- 10 The Head will follow up with the complainant to ensure there is no further harassment and that the complainant is not suffering any disadvantage.
- 11 The complainant is to be told of his/her right to take the matter to the Commission if not satisfied.

G A Case
Headmaster

June 3, 1993