



## Pornography

### 1. Procedure statement

- 1.1 The Royal Children's Hospital has a duty of care to its employees by ensuring that it provides a safe working environment free of sexual harassment.
- 1.2 RCH employees seek to build and maintain a high level of trust with the community and conduct themselves in such a manner that does not bring the organisation into disrepute.
- 1.3 Accordingly, at The Royal Children's Hospital, the accessing, retrieving, displaying, viewing, forwarding and/or storing of pornographic material is deemed offensive and is prohibited.
- 1.4 Breach of this procedure, prima facie, will lead to termination of employment.

### 2. Scope

This Procedure applies to all employees, honorary appointments and volunteers of The Royal Children's Hospital.

### 3. Procedures

- 3.1 The Royal Children's Hospital considers that accessing, retrieving, displaying, viewing, forwarding and/or storing of pornographic material in the workplace is a serious breach of conduct. Any employee who breaches this procedure will face allegations of serious misconduct, in accordance with the Hospital's Disciplinary Procedure.
- 3.2 An employee, on becoming aware that another employee is accessing, retrieving, displaying, viewing, forwarding and/or storing of pornographic material in the workplace, has an obligation to report such matters to their line manager.
- 3.2 Where a manager becomes aware of an alleged breach of this procedure, he/she must immediately report the matter to the relevant Executive Director.
- 3.3 In addition to this notification, it is the relevant manager's responsibility to investigate, as quickly as possible, any allegations associated with a breach of this Procedure. The relevant Divisional HR Partner, and Information & Communications Technology nominee will provide assistance to the manager during the investigation process.

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## 4. Responsibility

**Manager** is responsible for conducting an investigation into any alleged breach of this procedure.

**Employee** is responsible for ensuring compliance with this procedure.

Divisional HR Partner is responsible for ensuring appropriate support and advice is provided to managers during investigations of alleged breaches of this procedure.

**Information Technology** is responsible for monitoring internet and e-mail usage, and to provide technical support associated with any alleged breach of this procedure.

## 5. Reference Documents

- Discrimination, Sexual Harassment and Workplace Bullying Procedure
- Disciplinary Procedure
- Email and Internet Procedure

Content authorised by: Webmaster. Enquiries: Webmaster.