

SEXUAL HARASSMENT POLICY

1. Definition:

1.1 Sexual harassment is any conduct of a sexual nature and is identified by any of the following occurrences:

- It is uninvited, unreciprocated, unwelcome and/or repeated.
- Submission to such conduct is implicitly or explicitly a term or condition of an individual's employment, or a condition for decisions that might affect promotion, salary or any job conditions.
- Such behaviour creates an intimidating, hostile or offensive work environment for any employee and can affect a person's day to day life, both at, and outside of work.
- People are defined in terms of their gender or sexual preference, and their individual contribution and worth are denigrated or ignored as a result.

1.2 It is against the law for any individual to sexually harass another individual.

1.3 Sexual harassment can take various forms including but not limited to:

- Leering or touching
- Offensive phone calls, texts, emails, blogs or social networking posts
- Persistent invitations for dates and sexual favours, where there is not a mutual attraction between both parties.
- It is determined by the receiver and not based on the intent of the initiator.

2. Rationale:

2.1 Sexual harassment creates an intimidating, hostile and offensive work environment.

2.2 Both males and females can be victims. It is unwelcome, illegal and will not be tolerated.

2.3 The school recognises that everyone has a legal right to protection from sexual harassment.

3. Aims:

3.1 To provide an enjoyable, harmonious work environment that actively discourages sexual harassment.

3.2 To ensure that proper standards of conduct are maintained at all times.

4. Implementation:

4.1 The DET and School Councils are responsible for providing a work environment free from sexual harassment. This responsibility will be discharged through the school Principal.

4.2 All staff have a responsibility to ensure their behaviour does not constitute or foster sexual harassment, and will be involved in anti-sexual harassment professional development.

4.3 A workplace contact person will be the nominated initial point of contact for complaints.

4.4 It is not the role of the workplace contact person to investigate, substantiate or resolve complaints, but they are responsible for providing confidential support to a complainant, to contact the

Complaints and Investigations Unit regarding any complaint that has been made, and to inform the complainant of their rights and options.

- 4.5 All staff members are referred to Circular 168/2002 *Sexual Harassment Policy and Procedures* for detailed information relating to sexual harassment, avenues available for lodging complaints and grievance procedures.
- 4.6 School Council president will be informed of all potential harassment claims. All complaints will be treated with utmost confidentiality.
- 4.7 School Council will not be involved in assessing or resolving any sexual harassment complaints.

5. **Evaluation:**

- 5.1 This policy will be reviewed by School Council as part of the school's three-year review cycle. This policy was ratified by School Council on 20th April 2015.