Sexual Harassment Policy

Bendigo Kangan Institute Policy Merge Transition Statement

In November 2014, the Bendigo Kangan Institute (BKI) Board approved this policy as a BKI policy going forward. The content of this policy originated from either Bendigo TAFE, Kangan Institute or VETASSESS, and therefore could contain roles, departments and structures that have changed with the BKI merger. This policy will be reviewed and updated by its owner in 2015. Until it is updated any requirement to clarify a role, department or structure can be directed to the Policy Owner, who is identified in section 9.

1.0 Purpose

Bendigo Kangan Institute is committed to creating and maintaining a positive working environment free from sexual harassment.

2.0 Scope

The policy applies to staff, contractors, students and visitors.

3.0 References

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

4.0 Principles

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

5.0 Policy Statement

Bendigo Kangan Institute is committed to ensuring that all staff members and students are treated with dignity, courtesy and respect and that the working environment is free from sexual harassment. Any form of sexual harassment will not be tolerated and is against the law.

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes or propositions, the display or sending of offensive material or any other behaviour which creates a sexually hostile working environment. Sexual harassment may not be intentional; however some behaviours may constitute sexual harassment if perceived as such by a staff member.

Sexual harassment is not interaction which is invited, mutual, consensual or reciprocated.

Dealing with Sexual Harassment

There are a range of options for handling instances of sexual harassment. In the first instance where appropriate the staff member may consider directly approaching the person or persons concerned.
Where the direct approach is not appropriate staff should report incidents of sexual harassment to their immediate Supervisor. If this is not appropriate staff are required to report incidents of sexual harassment to their Manager or the Manager Organisation Capability Policy, Process and Systems.

The Institute has Employee Contact Officers who have been appropriately trained to assist with the provision of support and advice on the operation of the relevant procedures. The Complaints and Grievance Procedure IP3.66 applies to the making and pursuing of grievances and complaints about sexual harassment.

All reports of sexual harassment will be:
- taken seriously;
- managed promptly and fairly in accordance with natural justice principles; and
- treated with sensitivity and confidentiality.

All staff have a right to raise a genuine concern in relation to sexual harassment without being victimised or punished. Vexatious, malicious or false complaints in relation to discrimination and or harassment issues against one or more individuals will not be tolerated.

Where a report of sexual harassment is substantiated, the Institute will consider the individual circumstances of each issue to determine the appropriate course of action, including disciplinary action, in accordance with Institute Policies and Procedures.

Managers should treat all issues pertaining to sexual harassment seriously and actively intervene in, and take early corrective action to deal with any behaviour or actions that may be considered to constitute sexual harassment.

It is everyone’s responsibility to behave in a manner which will create and maintain a workplace environment that is free from sexual harassment. All Managers/Supervisors have a particular responsibility in this regard and should create a work environment that actively discourages any form of harassment, bullying and or discrimination and model appropriate behaviour.

6.0 Roles and Responsibilities

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

7.0 Definitions

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

8.0 Supporting Procedures

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9.0 Version Control and Change History

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<td>27/10/2014</td>
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10.0 KI Policy and Procedure Portal / BT BMS Requirements

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