

Policy Title:	Sexual Harassment
Policy Number:	HRP006
Category:	Policy and Procedures
Classification:	Human Resource Policies
Status:	Approved 8th April 2014

Purpose

- To provide a safe working environment free of sexual harassment;
- To clearly state Kalano Community Association's expected behaviour regarding sexual harassment; and
- To fulfil the requirement under the AS/NZS ISO 9001:2008

Scope

This policy applies to all Kalano workers (employees, volunteers, contractors), and visitors.

Policy

Kalano is committed to providing a working environment free of sexual harassment and does not tolerate this behaviour. Sexual harassment occurs when a person:

- makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person;
- engages in any other unwelcome conduct of a sexual nature in relation to the other person, including acts of physical intimacy, visual, verbal or written comments, gestures or actions with sexual connotations in that person's presence; and
- should have anticipated that the other person would be offended, humiliated or intimidated.

Sexual harassment may occur in a single act or a series of incidents and can occur in any work related environment including social functions, conferences, office social gatherings and business trips.

Procedures

Kalano is committed to deal with any matters of sexual harassment in a:

- Prompt;
- Confidential; and
- Fair way.

Persons who feel they have been sexually harassed or have witnessed sexual harassment behaviour towards others, have the right to seek action through the appropriate channels.

Concerns and complaints should be referred to the person's direct manager, or Kalano Contact Officer.

Disciplinary action will be taken against anyone considered to have breached this policy. Disciplinary action may include termination of employment or any other remedy available under applicable laws.

Relevant Documentation

<p><i>Relevant Policies</i></p>	<ul style="list-style-type: none"> • <i>HRP003 - Employee and Contractor Code of Conduct</i> • <i>OP001 – Complaints Handling</i> • <i>WHSP007 - Grievance</i> • <i>WHSP008 - Contact Officer</i> •
<p><i>Relevant Publications</i></p>	<ul style="list-style-type: none"> • <i>Fair Work Act 2009</i> • <i>Human Rights and Equal Opportunity Commission Act 1986</i> • <i>Sex Discrimination Act 1984</i> • <i>Disability Discrimination Act 1992</i> • <i>Age Discrimination Act 2004</i> • <i>Equal opportunity for Women in the Workplace Act 1999</i> • <i>NT Anti- Discrimination Act 1992</i> •