Rationale:
All staff reserves the right to work in an environment that is free from sexual harassment.

Statement of intent
The Department of Education and Training is committed to working with its employees to create and maintain a work environment that is free from workplace harassment, sexual harassment and violence.

Principles underpinning this commitment include:
- Fair and equitable treatment for all
- Safe and healthy work practices and environments and a concern for staff welfare
- Compliance with legislative requirements
- Prompt resolution of grievances and complaints.

What Is Sexual Harassment?
Sexual harassment is any unwelcome conduct of a sexual nature directed towards another person and this behaviour is intended to offend, humiliate or intimidate the person, or where a reasonable person would have anticipated the possibility of offence, humiliation or intimidation.

Sexual harassment may include:
- Unwelcome comments about a person’s sex life
- Unnecessary familiarity, such as deliberately brushing against another person,
- Sexual propositions or continual requests or invitations
- Physical contact, such as touching, fondling or grabbing, or sexual assault.
- Displays of sexually graphic material
- Being followed home from work
- Offensive gestures
- Physical intimidation, such as ogling, leering, deliberately invading another’s personal space of blocking his or her way
- Belittling comments based on sex-role stereotyping

Sexual harassment is not:
- Paying genuine compliments
- Behaving with common courtesy
- Expressing friendship

Sexual harassment may involve:
- Students
- Staff
- Staff and students
- People in an alternate educational setting (eg: work experience, SAT’s, TAFE etc)
- Other adults

What Can You Do If You Are Being Sexually Harassed?
Grievance procedures have been established for you to use if you are being sexually harassed. They are designed to ensure that you receive a sympathetic and confidential hearing. You need to contact a member of the Senate that you feel comfortable in disclosing information to should an issue arise. Copies of the department’s Sexual Harassment Policy and Grievance Procedures are available from the Sexual Harassment Officer.

If you are being sexually harassed, there are a number of ways you could approach the problem
- Tell the harasser that you object to the behaviour and do not want it repeated
- Make a formal complaint to the Principal
- Discuss your options with a member of the Senate.
- Contact an Equal Employment Opportunity liaison officer at your Regional Office.
- Remember, employees may at any time seek advice or lodge a complaint with:
  - The Queensland Anti-Discrimination Commission
  - Their Union
What if you witness sexual harassment among colleagues?
Sexual harassment is a difficult & sensitive issue. You need to consider whether you may be colluding & condoning inappropriate behaviour if you witness sexual harassment among your colleagues and do nothing about it.

What to do where you witness sexual harassment of students?
In their role within the school community, staff have a responsibility to the students to assist in the establishment and maintenance of an environment free from sexual harassment. All adults in a school setting have a responsibility to contribute to an environment that discourages sexual harassment. In addition, if you witness sexual harassment occurring between students or between staff and students, you have a responsibility to intervene in an appropriate manner. This may include:

• Ensuring the immediate safety of the student.
• Intervening as per the Responsible Behaviour Plan
• Informing the Principal (where applicable)

Roles and Responsibilities
• The Anti-Discrimination Act 1991 (Qld) prohibits sexual harassment in places of work and learning. It also places an obligation on the Director-General and a responsibility on the Principal to take positive action to prevent sexual harassment and to monitor the workplace or school to ensure that it is not occurring.
• Under the department’s Sexual Harassment Policy all teachers have a role in stopping sexual harassment when it occurs within their classrooms or in the playground. It is important, therefore, that all individuals within the system are aware of their own behaviour as well as of their responsibilities regarding sexual harassment in the Education Department.

Director-General, Department of Education and Training:
• Take reasonable steps to prevent workplace harassment, sexual harassment and violence from occurring in all workplaces
• Respect employees' rights and the needs of individuals
• Provide employees with formal avenues of complaint and support
• Manage grievances according to Office of the Public Service Commissioner Grievance Directive
• Manage consistently allegations of serious or official misconduct, within the provisions of the Whistleblower Protection Act 1994 and the Criminal Justice Act 1989. Discuss allegations of this nature with the department's Crime and Misconduct Liaison Officer, who will advise on the appropriate process for dealing with the matter.

Employees:
• Treat others with respect and dignity
• Refrain from behaviours that may constitute workplace harassment, sexual harassment or violence
• Comply with departmental policy and relevant legislation in particular the Department of Education and Training Code of Conduct
• Understand that they are encouraged to resolve workplace issues informally prior to lodging or initiating a formal grievance process under the Office of the Public Service Commissioner Grievance Directive
• Understand that if found to be in breach of this policy that they may be subject to disciplinary action outlined in relevant award and agreement provisions.

In addition to their responsibilities as employees, Managers and Principals:
• Model appropriate workplace behaviour
• Monitor the workplace for incidences of inappropriate behaviour and take appropriate action to resolve grievances and complaints
• Deal with all complaints seriously and confidentially and in accordance with relevant directives and guidelines.

Relevant Legislation and Policy
• Sex Discrimination Act 1984(Cwth)

Substantive Policy
• Grievance Resolution Directive
• Code of Conduct
• Prevention of Workplace Harassment Code of Practice 2004

**** End Of Policy*****