



Rev. 00	Last Revision Date 28/11/2015	Reference POL-S12-PO1	Page 1 of 4
Cromwell College Policy Manual			

CROMWELL COLLEGE

PREVENTION OF SEXUAL HARASSMENT POLICY

Our Commitment

Cromwell College is committed to providing a safe and healthy workplace free from sexual harassment for all College employees and students.

Sexual harassment will not be tolerated under any circumstances and appropriate disciplinary action will be taken against any staff member or student who engages in such action.

Cromwell College will treat reports of sexual harassment seriously and will respond to reports promptly, impartially and confidentially.

This policy will be made available to all workers, including contractors, and students. New workers and students will be given a copy of this policy at their induction or orientation. Staff and supervisors will remind workers and students of the policy from time to time.

Purpose

The purpose of this policy is to

- (a) define what constitutes sexual harassment;
- (b) outline measures to prevent sexual harassment; and
- (c) outline the staff and student grievance resolution procedures, for the resolution of sexual harassment complaints.

Scope

This policy applies to all Cromwell College staff and students

Legal Basis

Sexual harassment is unlawful under state and federal legislation.

Work Health and Safety Act 2011 (Qld)

Anti-Discrimination Act 1991 (Qld)

Sex Discrimination Act 1984 (Cmth.)



Rev. 00	Last Revision Date 28/11/2015	Reference POL-S12-PO1	Page 2 of 4
Cromwell College Policy Manual			

What is sexual harassment?

The following definition of sexual harassment has been taken from the Queensland Anti-discrimination Act 1991 (Qld).

Sexual Harassment happens if a person:

- (a) subjects another person to an unsolicited act of physical intimacy; or
- (b) makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- (c) makes a remark with sexual connotations relating to the other person; or
- (d) engages in any other unwelcome conduct of a sexual nature in relation to the other person;

and

the person engaging in the conduct described in (a), (b), (c) or (d) does so

- (e) with the intention of offending, humiliating or intimidating the other person; or
- (f) in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment

The following actions may constitute sexual harassment. (Please note that this is not an exhaustive list and other actions or activities may also constitute sexual harassment).

- Physical contact such as patting, pinching or touching in a sexual way;
- Unnecessary familiarity such as deliberately brushing against a person;
- Sexual propositions;
- Unwelcome and uncalled for remarks or insinuations about a person's sex or private life;
- Suggestive comments about a person's appearance or body;
- Sexually offensive phone calls;
- Unwanted sexual attention using internet, social networking sites and mobile phones;
- Indecent exposure;
- A publication such as sexually offensive e-mails or graphics;
- Sexually offensive screensavers or posters.

The College also treats as sexual harassment the creation of an environment that is 'hostile' to a person in a sexual context. Some of the factors that may indicate a



Rev. 00	Last Revision Date 28/11/2015	Reference POL-S12-PO1	Page 3 of 4
Cromwell College Policy Manual			

potentially hostile environment include the display of obscene or pornographic materials, general sexual banter crude conversation or innuendo and jokes of a sexual nature.

Prevention of sexual harassment

All staff and students are responsible for maintaining an environment free from sexual harassment therefore managers, workers and students should take all reasonable steps to prevent sexual harassment from arising. This includes:

- ensuring all new employees complete the staff induction
- ensuring all employees have completed staff development training covering the College's prevention of sexual harassment;
- making all students aware of Cromwell College's policy on prevention of sexual harassment;
- modelling appropriate behaviour;
- monitoring workplace behaviours to ensure compliance with policies;
- removing any sexually inappropriate material from the work, residential or study environment

Resolving reports of sexual harassment

1. Resolution of complaints of sexual harassment should take place through either the **Cromwell College Student Complaints** procedure or the **Cromwell College Staff Grievance Resolution** procedure as appropriate.
2. Cromwell College is committed to adopting good practice principles in the resolution of grievances that include, but are not limited to:
 - taking all allegations seriously and responding within a reasonable timeframe;
 - applying the principles of natural justice and procedural fairness when dealing with all parties to the complaint;
 - maintaining confidentiality for all parties to the complaint;
 - providing for early resolution and where possible, at the lowest organisational level;
 - ensuring people are not victimised for having made a complaint;
 - ensuring all parties are aware of the availability of free staff and student counselling;



Rev. 00	Last Revision Date 28/11/2015	Reference POL-S12-PO1	Page 4 of 4
Cromwell College Policy Manual			

3. Nothing in this policy prevents a complaint of sexual harassment from being dealt with by an appropriate authority such as the police

Consequences of breaching the policy

Sexual harassment will not be tolerated under any circumstances and appropriate disciplinary action will be taken against any staff member or student who engages in such action. It is acknowledged that issues of vicarious liability may arise from a failure to act in relation to a complaint of sexual harassment and therefore all reasonable steps will be taken to prevent sexual harassment within the College.