

Sexual Harassment — Employees Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact our office reception staff.

The Department's policy [Sexual Harassment — Employees](#) applies to all Department staff including school based staff. Schools should not develop local policies on sexual harassment for staff but instead should follow the whole of Department policy.

The Department encourages school councils to follow the Department's [Sexual Harassment — Employees Policy](#) for all school council employees, contractors and volunteers to ensure the same expectations of all people working in the same environment. It is recommended that a motion be passed by the school council to formalise this. Some recommended words for this action, to be recorded in the school council minutes, are: "That School Council approves the adoption of the Department's Sexual Harassment Policy for all school council employees, volunteers and contractors engaged by the school council.

Moved:

Seconded:...

Accepted:..."

Implementation guide

- Staff should be made aware of the Department's [Sexual Harassment — Employees Policy](#) and a copy or a link to it should be included in the Staff Manual/Handbook.
- Staff should also be made aware of this policy in staff induction processes and through other means on a regular (eg annual) basis, for example, reminders at a staff meeting. This could be in conjunction with reminders about other policies relating to respectful workplaces including the [Workplace Bullying Policy](#) and the Department's other policies (eg [Equal Opportunity — Employees](#)) that apply to all schools.
- Schools can download and print a copy of this policy for their OHS noticeboard or other relevant area within staff rooms or the school.
- School council should pass a motion to formally adopt the Department's Sexual Harassment — Employees Policy for all school council staff, volunteers and contractors engaged by the school council (see suggested wording above).
- Volunteers and contractors should be informed (eg through your school's Volunteers Policy and Visitors Policy) that they are expected to comply with relevant school and Department policies relating to respectful workplace behaviours such as the Sexual Harassment — Employees Policy.