

Name:	<b>SEXUAL HARASSMENT POLICY</b>
Approval Date:	25 August 2021
Version	3

## **POLICY STATEMENT**

Glasshouse Country Care believes that all employees and volunteers should be able to work in an environment free of intimidation and sexual harassment.

## **PURPOSE**

The purpose of this policy is to document Glasshouse Country Care's approach to effectively and efficiently managing any perceived or actual threats, concerns and/or reports of sexual harassment.

Glasshouse Country Care considers sexual harassment an unacceptable form of behaviour which will not be tolerated under any circumstances. Sexual harassment may cause the loss of trained and talented employees / volunteers and damages staff morale and productivity.

## **LEGISLATIVE AND POLICY FRAMEWORK**

Aged Care Quality Standards  
[Aged Care Quality Standards](#)

Australian Human Rights Commission - *Sex Discrimination Act 1984 (Commonwealth)*  
<https://www.humanrights.gov.au/our-work/legal/legislation#sda>

NDIS Practice Standards and Quality Indicators 2018  
[www.ndiscommission.gov.au/sites/default/files/documents/2019-08/ndis-practice-standards-july-2018.pdf](http://www.ndiscommission.gov.au/sites/default/files/documents/2019-08/ndis-practice-standards-july-2018.pdf)

Work Health and Safety Act 2011 Guide  
[Work Health and Safety Act 2011 Guide](#)

## **SCOPE**

This policy applies to all Glasshouse Country Care Board Members and employees (full-time, part-time, fixed term, casual, voluntary and temporary) for the duration of their employment.

## **ORGANISATIONAL COMMITMENT**

Glasshouse Country Care is committed to providing a safe and healthy workplace committed to building and fostering a culture in which diversity is valued and to providing a workplace that is free from discrimination, harassment, threats, intimidation and humiliation.

Under the Queensland *Anti-Discrimination Act* and the Federal *Sex Discrimination Act*, sexual harassment is against the law.

Managers and team leaders must ensure that all employees and volunteers are treated equitably and are not subject to sexual harassment. They must also ensure that people, who make complaints, or witnesses, are not victimized in any way.

Any reports of sexual harassment will be treated seriously and investigated promptly, confidentially, and impartially. A written complaint to Glasshouse Country Care is not required.

With employees, disciplinary action will be taken against anyone who sexually harasses a co-worker, volunteer, or client. Discipline may involve a warning, counseling or dismissal, depending on the circumstances.

Sexual harassment is any form of sexual attention that is unwelcome. It may be unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for sexual favours, leering or the display of offensive material.

Sexual harassment has nothing to do with mutual attractions. Such friendships are a private matter.

Sexual harassment can be a single incident – it depends on the circumstances. Obviously, some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated.

There is no onus on the person being harassed to say that the conduct is objectionable. Many people find it difficult to speak up. All employees are responsible for their own behaviour. If you think the behaviour may offend, then don't do it!

There are several options if you are sexually harassed. Choose the course of action with which you feel most comfortable. You may:

1. Contact one of the following people at Glasshouse Country Care who have been nominated to give advice and / or investigate complaints of sexual harassment.

Position: General Manager  
Location: Beerwah  
Telephone: 5494 6948

Position: Board of Directors (Chairperson)  
Location: Beerwah  
Telephone: 5494 6948

2. Make a complaint under anti-discrimination legislation to the Queensland Human Rights Commission

The Queensland Human Rights Commission operates a state-wide telephone information and enquiry service. Call 1300 130 670 from anywhere in Queensland toll free. The enquiry line operates Monday to Friday, 9am to 4:30pm.

Under the legislation, complaints must be received in writing. This means in a letter or email, or by filling out a complaint form online, or by downloading a complaint form to fill out then returning it to the commission.

Email - Complaint information: [enquiries@qhrc.qld.gov.au](mailto:enquiries@qhrc.qld.gov.au)

If you can't write your own complaint, they will try and find someone to help you do it.

A complaint should be made within one year of the situation you are complaining about. They may accept a complaint made more than one year from the situation you are complaining about if there is good reason for the delay.

### 3. Contact your union for advice.

Do not ignore sexual harassment or hope it will go away. Silence may give the impression that sexual harassment is acceptable.

Glasshouse Country Care is committed to providing an environment which is safe for its employees and volunteers. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

## **RESPONSIBILITY**

The Board of Directors is responsible for the endorsement of this policy and the General Manager has primary responsibility for the management of staff and services covered by this policy.

## **RELATED DOCUMENTS:**

Standards of Conduct Policy

Workplace Bullying Policy

Anti-Discrimination Policy

Professional Boundaries Policy

Human Resource Management Policy

Client Rights and Responsibilities Policy

<b>Date</b>	<b>Version Number</b>	<b>Changes</b>	<b>Review Date</b>
25/8/2021	3	Added version control box, added review date Checked and updated legislation Checked and updated contact numbers ( Section 2, page 2)	November 2023