ANTI-HARASSMENT POLICY

FOR

Saint James’ Primary School YAMBA

November 2011
Anti-Harassment Policy

PURPOSE

Saint James’ Catholic Primary School YAMBA is committed to the development of our workplace as an environment that fosters the dignity of human person. We are therefore committed to uphold the law on harassment and to ensuring, so far as is reasonably practicable, that procedures are in place to address all forms of harassment.

Harassment will not be tolerated under any circumstances. Appropriate action will be taken against any person who breaches this policy. This policy statement sets out to safeguard the rights of all those involved.

POLICY FRAMEWORK

This policy serves to proclaim the intrinsic dignity of all people, and to promote behaviours reflective of the recognition of that dignity. Saint James’ Catholic Primary School YAMBA is committed to the development of their school /college community as a workplace which:

- educates students in responsible relationships
- fosters the dignity and development of each person

In the light of this commitment we strive to work together to create a culture and environment characterised by safety, trust, mutual respect and life enriching relationships.

In keeping with our vision and mission, when harassment does occur, either through thoughtlessness or intentionally, we will endeavour to initiate effective procedures based on the principles of natural justice to provide a satisfactory resolution for the complainant. This process will strive to recognise individual rights and enable all parties to keep their sense of self-worth.

POLICY CONTENT

What is Harassment?

Harassment is any behaviour, which is not asked for and not wanted and that happens because of a person’s sex, race, age, marital status, pregnancy, disability or sexuality. Harassment may be explicitly directed at an individual or group or occur through the creation of a hostile environment. Harassment offends, upsets, humiliates or intimidates another person. It makes the workplace uncomfortable and unpleasant.

Harassment is not always intended - acts or behaviour, which some see as amusing or trivial may hurt or offend another. To prove harassment, the complainant does not need to demonstrate disadvantage. It is sufficient to have felt offended, humiliated or intimidated by the behaviour and for it to be reasonable to have felt that way. Harassment can often occur when power is used wrongly. Harassment can have a serious adverse impact on the work satisfaction and performance of staff and students.

Types of Harassment

Harassment in the workplace can take many forms. It can be overt or subtle, direct or indirect for example, where a hostile feeling/environment is created without any direct attacks being made on a person.
Harassment can include:

- unnecessary familiarity such as deliberately brushing against, patting, touching or grabbing a person;
- crude, threatening or unwelcome telephone calls, requests, notes, drawings, faxes, or emails;
- derogatory comments or speculation about a person’s personal life;
- sexist or racists jokes, or jokes which make fun of a person’s age or disability;
- suggestive comments about a person’s body or appearance;
- personally offensive, abusive or insulting verbal comments;
- the malicious spreading of rumours;
- a pattern of deliberately ignoring or excluding a person, for example, on the basis of race;
- sexually or racially explicit or offensive material that is displayed in a public place or put in a work area.

[These examples are not exhaustive]

Requirements

In an endeavour to address harassment all staff are required to:

- comply with this Harassment Policy;
- access training and awareness raising professional development provisions offered;
- encourage the development of a harassment free environment among students, workers, parents and the wider community;
- comply with the procedures for managing incidents of harassment as documented in the related policies and guidelines.

All members of the school/college community have the responsibility to conduct themselves in a manner that does not condone any form of harassment by another person. Principals have a responsibility to ensure, so far as is reasonably practicable, that all staff members have a copy of or easy access to the Harassment Policy and related documentation.

Procedures to assist in upholding this policy are contained in “Guidelines for Addressing Complaints of Harassment”.

RELATED LEGISLATION, POLICIES AND PROCEDURES

Sex Discrimination Act 1984 (Comm)
Racial Discrimination Act 1975 (Comm)
Disability Discrimination Act 1992 (Comm)
Anti-Discrimination Act 1977 (NSW)
Human Rights and Equal Opportunity Commission Act 1986 (Comm)
Age Discrimination Act 2004 (Comm)
Work Health and Safety Policy
Guidelines for Addressing Complaints of Harassment
**POLICY REVIEW**

The policy will be reviewed not less frequently than once every three years.

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**POLICY AUTHORISATION**

<table>
<thead>
<tr>
<th>Principal</th>
<th>Ann Dawson</th>
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