

# SEXUAL HARASSMENT POLICY



## PURPOSE

The purpose of this policy is to ensure that students and staff can work and learn in an environment free from sexual harassment.

## SCOPE

This policy applies to students and employees, including full-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

## REFERENCES

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Sex Discrimination Act 1984 \(Cth\)](#)
- Australian International Islamic College Anti-Discrimination Policy
- Australian International Islamic College Child Protection Policy
- Australian International Islamic College Student Code of Conduct
- Australian International Islamic College Employees Code of Conduct
- Australian International Islamic College Complaints Handling Policy

## POINT OF CONTACT

Principal

Approved By: College Board

Status: Approved

Contact: Principal

Reviewed | Annually

Date Approved: May 2022

Next Review Due: April 2023

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

## POLICY STATEMENT

All students and employees at Australian International Islamic College have the right to learn and work in an environment free from sexual harassment. Australian International

Islamic College will provide a fair and safe learning and teaching environment where all students and employees have equal opportunities.

Australian International Islamic College is committed to taking action to protect students and employees from sexual harassment and to responding appropriately should such behaviour occur, including possible discipline. Any instances of sexual harassment should be reported under the Australian International Islamic College Complaints Handling Policy.

And in accordance with the legislation, it is Australian International Islamic College's policy that:

- An employee at the school must not sexually harass anyone in the course of their duties, including another employee, a student at the school or someone seeking to become a student at the school, or a student at another school
- An adult student at the school must not sexually harass another student or employee at the school or a student or employee at another school

### **DEFINITIONS**

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated, or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling, or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars, or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour. A single incident is enough to constitute sexual harassment – it does not have to be repeated.

Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault, and indecent exposure, are also criminal offences and should be reported to the police.

- **Adult student** - an adult student means a student who has attained the age of 16 years

## RESPONSIBILITIES

### School Responsibilities

Australian International Islamic College acknowledges its responsibility to provide an environment free from sexual harassment. Australian International Islamic College will undertake the following steps to prevent and appropriately respond to any instances of sexual harassment:

- Develop and implement a sexual harassment policy to assist in preventing any instances of sexual harassment
- Educate and train relevant employees to assist in preventing any instances of sexual harassment and to appropriately respond to any instances of sexual harassment
- Establish appropriate grievance and complaints procedures via its Australian International Islamic College's Complaints Handling Policy to appropriately respond to any instances of sexual harassment
- Remove any discriminatory or offensive materials, rules, and practices to assist in preventing any instances of sexual harassment
- Encourage employees and students to contribute to a healthy workplace culture to assist in preventing any instances of sexual harassment

### Student and Employees Responsibilities

All students and employees at Australian International Islamic College have a responsibility not to engage in sexual harassment against any person.

## IMPLEMENTATION

Australian International Islamic College is committed to providing all Staff/teachers and students with a working and learning environment free from sexual harassment. Sexual harassment is unacceptable and will not be tolerated under any circumstances.

All staff/teachers and students are required to honour and support this commitment.

Staff/teachers or students who believe that they are being sexually harassed should make it known that the comments, attention, contact, or behaviour is unwelcome and offensive. If the sexual harassment continues, or if you are unable or unwilling to handle the matter, you should contact:

- Principal or
- Senior Staff Member or
- Designated Sexual Harassment Contact Officer

for information and advice, or to make a formal complaint.

Any complaints of sexual harassment will be treated seriously, and the victim of the harassment will be supported. In relation to sexual harassment it is against the law to victimise<sup>1</sup> a person who:

- Has made a complaint
- Intends to make a complaint
- Acts as a witness
- Intends to act as a witness
- Supports a victim or
- Intends to support a victim

The School will promptly investigate all allegations of sexual harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Any employee who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate sanctions up to and including termination.

#### **COMPLIANCE AND MONITORING**

The procedures for dealing with allegations of sexual harassment and possible consequences regarding and breach of this Policy are managed and investigated with Australian International Islamic College's Complaint Handling Policy. Australian International Islamic College encourages its employees to report any allegations of sexual harassment by using the internal complaints processes.

If a complaint of sexual harassment is made, or sexual harassment is observed or brought to the attention of the Principal or Senior Staff Member, it must be acted upon immediately and managed in a sensitive and confidential manner.