Sexual Harassment

Introduction
St Bernard’s College is committed to ensuring a safe work place which is free from sexual harassment. Sexual harassment will not be tolerated under any circumstances.

The sexual harassment policy applies to all staff, contractors, students and other invitees at the College. Everyone is responsible for their actions and potentially can be liable for any sexual harassment committed by them.

Definition of sexual harassment – Sexual harassment is any unwelcome or uninvited sexual behaviour that is offensive, intimidating, humiliating or embarrassing. Sexual harassment is not mutual attraction or friendship or any behaviour of a consensual nature between parties. Sexual harassment includes behaviour which creates a sexually hostile or intimidating environment such as uninvited touching, staring or leering suggestive comments or jokes, sexually explicit pictures, unwelcome requests for sex or information about a person’s sex life.

If you observe sexual harassment at St Bernard’s College or believe that you are the victim of sexual harassment then you should report the matter to the Principal or Deputy Principal who will then investigate the matter, keep you informed and arrange for the school to deal with the matter in a just, reasonable and lawful manner to all concerned.

The school requires that all individuals involved in any way at the school do not engage in any sexual harassment or discrimination and comply with both the Sex Discrimination Act 1984 (Cth) and the Equal Opportunity Act 2010 (Vic)

Guidelines for Dealing with a Complaint:
The school Principal or the person charged with managing the sexual harassment complaint must ensure that it is dealt with in a manner procedurally and substantively fair. The principle of natural justice shall be observed including:-

• The right of all relevant parties to be heard
• The right of all relevant parties to be treated fairly and justly
• The right of all relevant parties to have a witness or support person who may be a union representative present at any meetings
• The right of an accused person to know the allegations made against him or her in detail
• The right of an accused person to respond to the allegations made against him or her
• The decision maker to act fairly and justly at all times

Contact Information:
If you have any questions regarding this policy please contact the Principal or the Deputy Principal.