

## Policy 02 – SEXUAL HARASSMENT

### Introduction:

1. U3A Baw Baw recognizes that it is the right of every member and volunteer to attend classes, activities or functions and/or to perform their duties as a member or volunteer within U3A Baw Baw without being subjected to any form of sexual harassment.

### Purpose:

2. The purpose of this document is to set down U3A Baw Baw's policy on sexual harassment and the process that is to be followed should any complaint of sexual harassment be received.

### Policy:

3. Sexual harassment can be experienced by both men and women. Sexual harassment refers to any unwelcome sexual advance or request for sexual favours or other unwelcome conduct of a sexual nature which causes a person to feel offended, humiliated or intimidated and where that reaction is reasonable in the circumstances. Lack of intent is no defence in sexual harassment cases. Examples of sexual harassment include, but are not limited to:
  - Intrusive enquiries into a person's private life
  - Reference to their physical appearance or sexuality
  - Unwanted brushing against another person's body, body touching or physically molesting a person
  - Standing too close to a person
  - Obscene, suggestive or offensive communications, including electronic mail
  - Pornographic or offensive posters, handouts or screen savers
  - Sexual jokes, innuendos or anecdotes
  - Leering or staring
  - Unwanted sexual compliments or excessive flirting
4. U3A Baw Baw will not tolerate sexual harassment. Responsibilities lie with every member and volunteer to ensure that sexual harassment does not occur. No member or volunteer should be subject to any form of sexual harassment.
5. Any member or volunteer who makes a complaint will be treated with the utmost respect.
6. All members and volunteers have a right to seek assistance from the Victorian Equal Opportunity and Human Rights Commission in the resolution of a sexual harassment incident.
7. The principles set out in this policy are intended to apply to any U3A Baw Baw related context, including classes, auspiced social functions, meetings, conferences and excursions.
8. A breach of this policy may result in disciplinary action.
9. Some forms of sexual harassment e.g. sexual assault, stalking and indecent exposure, may constitute criminal conduct. These are not suited to internal resolution and should be referred to the Criminal Justice system. It is not the duty of U3A Baw Baw to report such matters to the police on behalf of the

complainant; however every effort will be made by U3A Baw Baw in supporting the complainant in making a report.

### **Procedures:**

10. U3A Baw Baw strongly encourages any member or volunteer who feels sexually harassed to take immediate action . When the opportunity permits, the aggrieved person should make it clear he/she finds such behaviour unwelcome and offensive. Alternatively, or in addition, he/she may follow the following procedure for reporting the behaviour.
11. Where the behaviour continues, or the person who feels harassed feels unable to speak directly to the perpetrator, he/she should report the matter to the president or secretary of U3A Baw Baw.
12. The President or his/her delegate will provide support to the complainant and ascertain the nature of the complaint and the wishes of the complainant. The complainant may choose to have the matter dealt with by formal investigation or less formal means.
13. The complaint will be dealt with in accordance with U3A Baw Baw's Grievance Policy and Rules of Association. This may involve:
  - Demand for a formal apology and undertaking that the behaviour will cease
  - Cancellation of membership

### **Responsibilities:**

14. U3A Baw Baw's Committee of management is responsible for :
  - Developing, publishing, adopting and reviewing a form of this policy
  - Ensuring that the policy is freely available to all members and volunteers
  - Treating all complaints seriously and confidentially
  - Taking immediate and appropriate corrective action if they become aware of any offensive behaviour
  - Investigating complaints about sexual harassment
  - Monitoring and revising this policy

A Committee member who receives a complaint of sexual harassment is responsible for referring the matter to the President immediately.

15. The Secretary or President is responsible for receiving enquiries about this policy.

### **Authorisation:**

16. This Sexual Harassment Policy was adopted by the Committee of management of U3A Baw Baw and minuted as such on 27/5/2016.

### **Related Policies:**

U3A Baw Baw's Privacy Policy,

U3A Baw Baw's Grievance Policy,

U3A Baw Baw's Bullying Policy

