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## 6.3 Sexual Harassment

<b>Policy Owner</b>	<b>Administration and Financial Services</b>
<b>Person Responsible</b>	<b>Chief Executive Officer</b>
<b>Date of Adoption</b>	<b>07 February 2005</b>
<b>Date of Last Review</b>	<b>23 August 2022 – Resolution 02082022</b>
<b>Date Next Due for Review</b>	<b>(3 years / or earlier if required)</b>

### **OBJECTIVE**

To facilitate the prevention of harassment in the workplace.

### **POLICY**

The Shire of Wongan-Ballidu (the Shire) strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

Council recognises sexual harassment to be an unlawful and unacceptable form of behaviour, which will not be tolerated and recognises that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual and /or sexist nature (whether physical, verbal or non-verbal), which is unwelcome and unsolicited, rejection of which may disadvantage (or be perceived to disadvantage) a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public.

1. Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
2. Subtle or explicit demands for sexual activities or molestation.
3. Intrusive enquiries into a person's private life.
4. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
5. Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.
6. Electronic mail messages, graphics and documents of a sexual nature that are sent by computer.

Council recognises that sexual harassment can undermine health; performance and self-esteem of an individual and has the potential to create a hostile and intimidating environment.

Council is therefore committed to any action, which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against another person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated.

Any person/s making claim of sexual harassment will be protected at all times. No transferring of staff or face-to-face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.

Any employee who has a complaint/grievance of sexual harassment nature should refer to Council's Complaints/Grievance Policy –and take the necessary steps to resolve the complaint.

## **REVIEW**

Reviews of this policy are to be undertaken every 3 years or earlier if required.

## **RESPONSIBILITY FOR IMPLEMENTATION**

The Chief Executive Officer, Managers and Supervisors are responsible for ensuring that this policy is adhered to.