



SEXUAL HARASSMENT PREVENTION POLICY

Date first approved: 1 October 2009	Date of effect: 1 October 2009	Date last amended: 27 July 2017	Date of Next Review: 27 July 2020
Approved by:	UOW Pulse Management Team		
Custodian title	Head of People and Culture		
Author:	Head of People and Culture		
Responsible Division & Unit:	People and Culture		
Supporting documents, procedures & forms of this policy	Bullying Prevention Policy Children on Campus Policy Code of Conduct Grievance Policy Procedures for Investigating Grievances Performance Management Policy EEO Anti-Discrimination Policy Personal Use of Social Media Work Health and Safety Policy		
References and Legislation	Anti-Discrimination Act, 1977 (NSW) Crimes Act , 1900 (NSW) Crimes (Domestic and Personal Violence) Act 2007 (NSW) Fair Work Act 2009 (Commonwealth) Sex Discrimination Act, 1984 (Commonwealth) Summary Offences Act 1988 (NSW)		
Audience	Public		

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1 Purpose of Policy

1. UOW Pulse is committed to ensuring that all persons who work, visit or conduct business with us do so in an environment that is free from intimidation and harassment.
2. UOW Pulse does not tolerate sexual harassment under any circumstances, and expects its employees, customers and visitor to treat each other respectfully.
3. Disciplinary action may be taken against any employee who breaches this policy.
4. UOW Pulse aims to :
 - a. create an environment free from sexual harassment where employees, customers and visitors are treated with dignity, courtesy and respect;
 - b. take a “support first” approach to allegations of sexual harassment so that employees, customers and visitors can access the advice and support services they need;
 - c. provide an effective procedure for managing allegations of sexual harassment in a timely, sensitive and confidential manner and in accordance with the principles of procedural fairness;
 - d. implement education and training strategies to ensure that employees are aware of appropriate standards of conduct and know their rights and responsibilities; and,
 - e. encourage the reporting of behaviour which breaches this policy.

2 Definitions

Word/Term	Definition
EO Online	A self-paced online equal opportunity training program for employees. It covers all aspects of harassment and bullying and provides case studies and real life examples.
RRR Online	An interactive online program for students which covers aspects of harassment and bullying and provides strategies for addressing situations described.
Sexual assault	Sexual assault occurs when a person is forced, coerced or tricked into sexual acts against their will or without their consent, or if a child or young person under 18 years of age is exposed to sexual activities.
Sexual harassment	Any unwanted, unwelcome or uninvited behaviour of a sexual nature which a person should expect will make the recipient feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working or study environment. For examples of sexual harassment, refer Section 4 of this Policy.
Employee	All persons employed by UOW Pulse of any seniority and including those in continuing, part-time, permanent, fixed or maximum term, casual, trainee or contract roles.



Line Manager	An employee of UOW Pulse who acts in a supervisory or leadership capacity (whether acting or permanent) to other team members of UOW Pulse.
Customer	A member of the public who visits the campus and either purchases products or utilises the services or facilities of UOW Pulse.
Visitor	An external person or business representative visiting the campus but not necessarily to purchase or utilise services, including but not limited to contractors, franchisees, members of the community and volunteers.
Student	A person registered for a course at the University of Wollongong.

3 Application and Scope

1. This policy applies to all UOW Pulse employees, customers, students and visitors of all campuses of the UOW Pulse located within Australia and to all employees of UOW Pulse undertaking University activities overseas.
2. This policy applies to all employees, customers and visitors:
 - a. in attendance at a UOW Pulse place of work;
 - b. utilising UOW Pulse businesses or facilities;
 - c. participating in any activity as a representative of UOW Pulse (e.g. field trips, conferences, clubs and sporting activities etc.);
 - d. carrying out functions or participating in events in connection with UOW Pulse, including at places external to University premises.
3. This policy applies to any form of contact or communication that is relevant to UOW Pulse activities whether initiated in person, by email, phone, fax or through online social media and other applications or any other means.
4. Where a student is also an employee, or an employee is also a student, the alleged offender will be dealt with according to the capacity in which they were acting at the time of the alleged offence.

4 Examples of Sexual Harassment

1. Sexual harassment may include but is not limited to:
 - a. uninvited touching;
 - b. uninvited kisses or embraces;
 - c. sexually suggestive comments or jokes;
 - d. making promises or threats in return for sexual favours;
 - e. displays of sexually graphic material including posters, pin-ups, cartoons, graffiti, computer screen savers or messages left on notice boards, desks or common areas;
 - f. repeated invitations to go out after prior refusal;
 - g. exposing genitals or making sexual gestures;
 - h. insults, taunts, teasing or name-calling of a sexual nature;



- i. staring or leering at a person or parts of their body;
 - j. unwelcome physical contact such as massaging a person without invitation, deliberately brushing up against them or forcing a person to perform sexual acts;
 - k. touching or fiddling with a person's clothing including lifting up skirts or shirts, flicking bra straps or putting hands in another person's pocket;
 - l. requests for sex;
 - m. sexually explicit conversations;
 - n. persistent questions or insinuations about a person's private life;
 - o. offensive phone calls, letters or sending sexually explicit information or images in electronic form;
 - p. inappropriate advances on social networking sites;
 - q. accessing sexually explicit internet sites;
 - r. behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent assault, sexual assault, stalking, or obscene communications.
2. Sexual harassment can be obvious or indirect, repeated or a one-off.
 3. Sexual harassment can occur between people regardless of their age, sex or gender identification.
 4. Sexual harassment may also include:
 - a. reluctant consent, where there is a disparity in relative authority or power or where a person is in a position to make a decision more or less favourable;
 - b. 'consent' that is based on fear.

5 What Sexual Harassment is Not

1. Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.
2. UOW Pulse discourages sexual relationships between employees, customers or visitors where:
 - a. one party is in a position to control or affect the career or other employment opportunity of the other; or;
 - b. the relationship creates a conflict of interest or potential negative impact to UOW Pulse business, reputation or operations (as outlined in our Code of Conduct policy).
2. Where such relationships exist employees should review the Conflict of Interest Policy. Employees are strongly encouraged to disclose the relationship in accordance with the Conflict of Interest Policy so that the professional aspects of the relationship can be appropriately assessed and managed.

6 Unlawful Sexual Harassment

1. Some forms of sexual harassment constitute criminal offences. These include:
 - a. Sexual assault;
 - b. Indecent assault;
 - c. Indecent exposure;
 - d. Stalking;
 - e. Obscene Communications.



2. Sexual harassment is unlawful in employment, within the workplace and in educational institutions, under the *Anti-Discrimination Act, 1977 (NSW)* and the *Sex Discrimination Act, 1984 (Cth)*.
3. It is unlawful for employees, customers or visitors to sexually harass other employees, customers or visitors and they may be held liable under the *Anti-Discrimination Act, 1977 (NSW)* and the *Sex Discrimination Act, 1984 (Cth)*.
4. Employers may be held liable for their own behaviour and the behaviour of the people they employ.
5. Line managers may be held liable for sexual harassment in their work area, particularly if they fail to take appropriate action to prevent its occurrence or continuation.

7 Seeking Help

Support

1. Employees, customers and visitors who have been, or are being, sexually harassed can access support from the UOW Security (**02 4221 4900**) if they require immediate assistance.
2. Students who have been sexually harassed are encouraged to contact the University's [Sexual Assault and Sexual Harassment Support Service](#) on 1300 303 455.
3. Employees who have been sexually harassed are encouraged to have a confidential conversation with either their line manager or member of the People and Culture team or contact the [Employee Assistance Program](#) for support.
4. Customers and visitors who have been sexually harassed are encouraged to have a confidential conversation with the Head of People and Culture by phoning 42218000 and asking to be directed through. Alternatively email correspondence can be initiated via uow-pulse@uow.edu.au.
5. Where an allegation of sexual harassment has been made that includes behaviour that may also be considered to be sexual assault victims are encouraged to contact the Violence, Abuse and Neglect Service (VAN) for crisis, medical and counselling support (1300 792 755), or the [NSW Rape Crisis Centre](#) (1800 424 017 / <http://www.nswrapecrisis.com.au/>) [for online and telephone counselling](#).
6. Where an allegation of sexual harassment has been made that includes behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent assault, sexual assault, stalking or obscene communications, victims are encouraged to report the incident behaviour directly to NSW Police.
7. Further information about internal and external avenues for support and advice are available on the University's counselling website: <https://www.uow.edu.au/student/counselling/index.html> and for employees from the People and Culture team or CEO.

Making a Complaint

1. Employees who have been, or are being, sexually harassed, are encouraged to promptly tell the offender directly or in writing that their behaviour is offensive and request that it stops immediately, if they feel comfortable to do so.
2. Employees who have been, or are being, sexually harassed can report the matter to their immediate line manager if they feel comfortable to do so and provided that person is not the harasser.
3. If employees are not comfortable in speaking or writing to the offender themselves, or speaking to their line manager then they may report the matter to either the line manager's manager or to a member of



the People and Culture team. Any such discussions will be treated with the strictest confidence and handled sensitively.

4. Employees may also wish to lodge a formal complaint regarding any matter contained within this policy and UOW Pulse commits that any such complaint will be treated seriously, impartially and be investigated promptly.
5. Employees who believe they have been or are being sexually harassed may choose to discuss the issue with a member of the University Counselling team.
6. Customers and visitors who have been sexually harassed are encouraged to have a confidential conversation with the Head of People and Culture by phoning 42218000 and asking to be directed through. Alternatively email correspondence can be initiated via uow-pulse@uow.edu.au
7. Employees, customers and visitors may also wish to lodge a complaint externally with the NSW Anti-Discrimination Board or the Australian Human Rights Commission.

8 Responding to Complaints of Sexual Harassment

1. Complaints about sexual harassment will result in a formal investigation by UOW Pulse which would be undertaken in accordance with the Grievance Policy and Procedures for Investigating Grievances.
2. UOW Pulse will not tolerate victimisation or reprisal in relation to investigations of sexual harassment.
3. Following a formal investigation, if a case of harassment is upheld, further action against employee/s who have engaged in this behaviour may be managed under the UOW Pulse Performance Management Policy and offenders may be disciplined depending on the nature of the behaviour up to and including termination of employment in the most serious cases.
4. Customers and visitors found to have engaged in harassing behaviour may receive partial or full bans from visiting UOW Pulse facilities, services or UOW campus.

9 Roles & Responsibilities

1. UOW Pulse Leadership and Management group are responsible for setting and managing equal opportunity, discrimination, harassment and bullying prevention policies for employees, customers and visitors.
2. Employees, customers and visitors are encouraged to report early concerns in relation to unwelcome behaviour before it becomes a serious sexual harassment complaint.
3. All employees have a responsibility to:
 - a. comply with this policy;
 - b. offer support to anyone who is being harassed and let them know where they can get help and advice; and,
 - c. maintain confidentiality if they provide information during the management of a complaint,
 - d. complete EO Online Module One in the first six months of employment, noting that this training is a condition of probation for all employees.
4. All line managers and members of the Leadership Group are required to:
 - a. implement this policy in their work area to enable a working environment that is free of sexual harassment;
 - b. ensure that any incident of harassment that is observed or reported is dealt with promptly;



- c. provide leadership in preventing harassment and demonstrating an intolerance for harassment, and;
 - d. role model appropriate, respectful professional behaviour,
 - e. ensure all new starters complete EO Online training within their first six months of employment;
 - f. in addition to Module One all line managers must also complete EO Online Module Two within their own probationary period.
5. All students of UOW are also strongly encouraged to complete [Responsibilities Rights and Respect Online](#) (RRR Online).

10 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 Oct 2009	Wayne Clark, Assistant General Manager	New policy developed to supersede the 'Anti Sexual Harassment Policy'.
2	July 2011	Wayne Clark, Assistant General Manager	Migrated into the new QA format; links updated
3	Jan 2014	Wayne Clark, Assistant General Manager	Updated logo consistent with brand guidelines; added definition of EO Online; added contact of UOW Counselling; sec 9.2 added EO Online to be refreshed periodically.
4	Jan 2017	Wayne Clark, Assistant General Manager	Replaced UniCentre Logo with 'Pulse' logo and replaced 'UniCentre with 'Pulse throughout document
5	27 Jul 2017	Kelly Stehr, Head of People and Culture	Document reviewed and aligned with UOW Policy with amendments to reflect recommendations from the Australian Human Rights Commission and sector best practice.