Sexual Harassment Policy

1. Sexual harassment is the making of an unwelcome sexual advance or unwelcome request for sexual favours or engaging in some other conduct of a sexual nature by one employee to another or to a client or any other person in which a reasonable person, having regard to all of the circumstances would be offended, humiliated or intimidated.
2. Sexual harassment is unlawful in employment and the provision of goods and services. It is unlawful in the workplace and in any premises entered into by an employee in the discharge of their duties.
3. Sexual harassment may include a wide range of different types of behaviour such as attempts at kissing, touching, staring, conversations of a sexual nature, insinuations about an individual’s private life, gender related insults, workplace pranks, and displaying sexually explicit posters and other material in the workplace.
4. Sexual harassment of another employee or client of **Changing Places** will be considered misconduct on the part of the perpetrator and will not be tolerated by **Changing Places.** Any employee who engages in sexual harassment will be subject to discipline up to and including discharge.
5. Procedures **Changing Places** has set up procedures to deal with any such misconduct and if any employee fees that they have been sexually harassed then they should bring it immediately to the attention of the designated sexual harassment officer.
6. The complaint will be dealt with promptly and confidentially and will be thoroughly investigated in accordance with the following procedure:
   1. An interview will be arranged with the Complainant as soon as possible so that the complaint can be thoroughly investigated.
   2. The alleged harasser will be interviewed shortly thereafter and given an opportunity to put his/her case.
   3. Any witnesses to the alleged harassment will also be interviewed.
   4. A determination will be made on whether the grounds of the alleged sexual harassment are made out and, if so, the employee perpetrating the harassment will be subject to such disciplinary action as is appropriate to the severity of his or her misconduct.
7. The appropriate action will then be taken thereafter to ensure that the misconduct does not continue.
8. No complaint or witness will be treated detrimentally as a result of their complaint.
9. Notwithstanding the procedure for dealing with complaints, any employee who claims to have experienced sexual harassment:
10. May request and will so arrange a facilitated discussion of the problem with the alleged perpetrator in an attempt to resolve the matter in a constructive matter; and
11. Is entitled to pursue a complaint under the provisions of the State and Commonwealth Legislation.

Schedule 10