



POLICY

Sexual Harassment in the Volunteer and Workplace Environment

5ZZZ FM – Sexual Harassment Behaviour Policy

Our Commitment

Southern Vales Community Radio Incorporated is committed to providing a safe and healthy volunteer organisation promoting the growth of the community and the individual in an environment free from discrimination and from bullying.

Volunteers are protected by this policy whether they feel harassed by a Management Committee member, sub-committee member, another volunteer, sponsor, contractor, guest, or member of the public.

Southern Vales Community Radio Incorporated will treat reports of volunteer, or workplace harassment seriously. We will respond promptly, impartially and confidentially.

This policy will be made available to all volunteers including contractors. New volunteers will be given a copy of this policy at their induction. Current members will be given this policy each year in September via their registered email address as a sign of the organisation's renewed commitment.

Introduction

Southern Vales Community Radio Incorporated will fiercely defend the right of every employee and volunteer to perform their work without being subjected to sexual harassment. Every employee and volunteer is responsible for providing an environment that is supportive of this aim. Everyone must treat everyone else with respect and must aim to act as a beacon for good behaviour in the workplace.

It is the obligation and responsibility of every employee and volunteer to ensure that the workplace is free from sexual harassment. Everyone working and volunteering at **Southern Vales Community Radio Incorporated** is responsible for the care and protection of our people and for reporting information about suspected sexual harassment.

Southern Vales Community Radio Incorporated is fully committed to its obligation to prevent and eliminate sexual harassment in the workplace.

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Purpose

The purpose of this document is to outline **Southern Vales Community Radio Incorporated's** position on sexual harassment and to document the process which is to be followed should any of the following behaviours occur.

Definitions

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

Policy

This policy applies to behaviours that occur:

- in connection with work and volunteering, even if it occurs outside normal working hours
- during work and volunteering activities, for example when dealing with clients
- at work and volunteer-related events, for example at conferences and work/volunteer-related social functions
- on social media where workers and volunteers interact with colleagues, the community, or clients and their actions may affect them either directly or indirectly.

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Southern Vales Community Radio Incorporated will not tolerate sexual harassment under any circumstances. Responsibility lies with every member, employee and, volunteer to ensure that sexual harassment does not occur.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all employees.

This policy applies to conduct that takes place in any work and volunteer related context, including conferences, functions, social events and business trips.

No employee or volunteer at any level should subject any other member, employee, volunteer, customer or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action, up to and including termination of employment and membership.

Southern Vales Community Radio Incorporated strongly encourages any volunteer or employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.

However, given the seriousness of sexual harassment, we recommend that this discussion happens in consultation with any Management Committee member.

Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the organisation will determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential but the person who is the subject of the complaint must be notified under the rules of natural justice. The organisation will protect all those involved in the process from victimisation.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.

All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

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Management Committee members who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

Consequences of breaching this policy

Appropriate disciplinary action will be taken against a person who is found to have breached this policy. These measures will depend on the nature and circumstance of the breach and could include:

- a verbal or written apology
- one or more parties agreeing to participate in counselling or training
- a verbal or written reprimand
- disciplinary action as outlined in the CBAA codes of conduct Appendix 4.

Southern Vales Community Radio Incorporated