



# Gatton

Show Society Incorporated.

ABN 78 890 516 389

## Gatton Show Society Inc Sexual Harassment Policy

Gatton Show Society Inc recognises the right of every employee and volunteers to be able to attend work and to perform their duties without being subjected to any form of sexual harassment.

It is the obligation and responsibility of every employee and volunteer to ensure that the workplace is free from sexual harassment.

Gatton Show Society Inc is fully committed to its obligation to eliminate sexual harassment in the workplace.

### Scope

This policy applies to Gatton Show Society Inc's

- all staff, including: managers; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors and volunteers
- how Gatton Show Society Inc provides services to clients and how it interacts with other members of the public
- on-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their Gatton Show Society Inc duties
- staff treatment of other staff, of clients, and of other members of the public encountered in the course of their Gatton Show Society Inc duties.

### PURPOSE

The purpose of this document is to outline Gatton Show Society Inc position on sexual harassment and to document the process which is to be followed should any grievances arise.

## 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;

- 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.

## Victimisation

Victimisation occurs when a person subjects another person to detriment (or threatens to do so) because they have made, intend to make or have helped someone else make a complaint, or refused to do an act in contravention of this policy or because they've provided information about a complaint. It also includes acting to a person's detriment because they have agreed to be a witness.

## POLICY

Sexual harassment can have detrimental effects on people and Gatton Show Society Inc business. It can create an unsafe working environment, result in a loss of trained and talented workers, the breakdown of teams and individual relationships and reduced efficiency. People who are sexually

harassed can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and confidence.

Gatton Show Society Inc is committed to providing a working environment in which all employees, volunteers and visitors are free from sexual harassment.

To achieve this environment, Gatton Show Society Inc has set the following objectives:

- To create an environment where all employees, agents and visitors are treated with dignity, courtesy and respect
- To provide an effective procedure for complaints based on the principles of natural justice
- To encourage the reporting of behaviour which breaches this policy
- To deal effectively with conflict arising from sexual harassment
- To set standards of acceptable behaviour for all of its employees
- To provide all workers with sexual harassment awareness training
- To provide protection from any victimisation or reprisals
- To regularly review this policy, the complaint handling procedures and training needs.

Sexual harassment is against the law and will not be tolerated by Gatton Show Society Inc under any circumstances. This includes whether it occurs in the workplace or in any work-related context such as conferences, work functions and work trips.

Prompt action will be taken by Gatton Show Society Inc to ensure any sexual harassment within the workplace ceases.

## RESPONSIBILITIES

Managers have a responsibility to:

- Monitor the working environment to ensure that acceptable standards of conduct are observed at all times. If managers observe sexual harassment in the workplace, they should take appropriate steps in response to ensure the behaviour stops and is appropriately dealt with
- Model appropriate behaviour themselves, including ensuring they do not engage in sexual harassment or otherwise breach this policy
- Ensure employees and other relevant persons understand this policy

- Treat all complaints seriously and take appropriate action in response to complaints.

All employees of the company have a responsibility to

- Ensure that they do not engage in sexual harassment or otherwise breach this policy
- Report any incidences of sexual harassment in the workplace to the *sexual harassment contact*
- Offer support to anyone who is being harassed and let them know where they can get help and advice (they should not however approach the harasser themselves)
- Maintain complete confidentiality of information and cooperate during the investigation of a complaint.

If you agree to the terms and conditions of the Gatton Show Society, please sign and date below.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_