

## Sexual Harassment Policy

Kangaroo Island Community Broadcasters Inc. regards sexual harassment of its volunteers and users as a primary responsibility and are fully committed to eliminating, as far as possible, all forms of harassment. To ensure that all volunteers have access to, understand, and comply with Kangaroo Island Community Broadcasters Inc.'s Sexual Harassment Policy.

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.

Sexual harassment includes, but is 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 conduct that takes place in any work-related context, including the workplace, conferences, work functions, social events and business trips.

Kangaroo Island Community Broadcasters Inc. will not tolerate sexual harassment under any circumstances and will defend the right of every volunteer to perform their work without being subjected to sexual harassment.

Every volunteer is responsible for providing an environment that is supportive of this aim and must treat everyone else with respect and must aim to act as a beacon for good behaviour in the workplace.

Everyone volunteering with Kangaroo Island Community Broadcasters Inc. is responsible for the care and protection of our people and for reporting information about suspected sexual harassment.

No volunteer at any level should subject any other volunteer or visitor or other individual formally associated with Kangaroo Island Community Broadcasters Inc., to any form of sexual harassment.

Volunteers will be made aware of and kept up to date with Kangaroo Island Community Broadcasters Inc.'s Sexual Harassment Policy, and the process for reporting and managing a sexual harassment complaint, initially during induction and training and subsequently if/when the Policy is amended.

Volunteers are expected to uphold and demonstrate understanding of Kangaroo Island Community Broadcasters Inc.'s Sexual Harassment Policy through behaviours in the volunteering workplace and at social and other functions when representing Kangaroo Island Community Broadcasters Inc.

## **COMPLAINT PROCESS**

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

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

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential, but the person the subject of the complaint must be notified under the rules of natural justice.

Kangaroo Island Community Broadcasters Inc. will protect all those involved in the process from victimisation **to the ability we can by the law**. 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.

Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any volunteer who has been alleged to be a harasser.

No volunteer will be treated unfairly as a result of rejecting unwanted advances. All volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

If a formal report of sexual harassment is made to another volunteer, and that volunteer fails to take appropriate corrective action, that volunteer will be subject to disciplinary action.

Any volunteer who feels they have been sexually harassed is strongly encouraged to take immediate action, as outlined below.

- If a 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 volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.
- Given the seriousness of sexual harassment, it is recommended that the volunteer should request to the President of the Kangaroo Island Community Broadcasters Inc. Board, that a representative of the Board (not necessarily a Board member) be present at this discussion.
- Alternatively, or in addition, the volunteer may report the behaviour in accordance with the defined procedure for managing internal conflict. Once a report is made the Kangaroo Island Community Broadcasters Inc. Board will determine how the report should be dealt with in accordance with its obligations and this policy, and the defined procedure for managing internal conflict.

### **Related Documents**

Bullying Policy

Internal Conflict Policy

Internal Conflict Procedure