

Policy Guideline – Sexual Harassment

Introduction

Bayside U3A recognises it is the right of every member, volunteer and employee to attend classes, activities or functions, and/or to perform their duties as a volunteer or employee within a Bayside U3A environment without being subjected to any form of sexual harassment.

Purpose

The purpose of this section is to set down Bayside U3A's policy on sexual harassment and the process that will be followed should any complaint of sexual harassment be received.

Policy

1. Sexual harassment can be experienced by anyone, and will not be tolerated by Bayside U3A. *Sexual harassment* refers to any unwelcome sexual advance or request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended. Examples of sexual harassment include, but are not limited to:
 - intrusive enquiries into a person's private life
 - reference to their physical appearance or sexuality
 - unwanted brushing against another person's body, body touching or physically molesting a person
 - standing too close
 - obscene, suggestive or offensive communications, including electronic mail
 - pornographic or offensive posters, handouts or screensavers
 - sexual jokes or anecdotes
 - leering or staring
 - unwanted sexual compliments or excessive flirting.
2. No member, volunteer or employee will be treated unfairly as a result of lodging a complaint. Appropriate action may be taken where a person has been found to be a harasser or has victimised or retaliated against a person who has complained of sexual harassment.
3. The principles set out in this policy are intended to apply to any U3A-related context, including classes, activities, social functions, meetings, conferences, holiday trips and U3A workplaces.
4. A breach of this policy will result in appropriate action by the U3A Committee of Management.
5. Some forms of sexual harassment (e.g. sexual assault, stalking and indecent exposure) may constitute criminal conduct. While Bayside U3A is committed to handling most sexual harassment complaints at the local level, more extreme forms of harassment are not suited to internal resolution and should be handled by the criminal justice system. It is not the duty of Bayside U3A to report such matters to the police on behalf of the complainant.

Procedures

1. Where circumstances permit, the aggrieved person should make it clear that any unwelcome behaviour is offensive.

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2. A complaint of sexual harassment may be made to any member of Bayside U3A's Committee of Management. The Committee of Management will review the complaint and take the necessary steps to resolve the issue.
3. Possible actions in the event that a sexual harassment complaint is upheld, may include but are not limited to:
 - Formal apology and undertaking that the behaviour will cease
 - Official warning by the President
 - Cancellation of membership.
4. Where there is insufficient evidence to determine whether or not the harassment occurred, the Committee of Management will remind those involved of expected standards of conduct and monitor the situation.

Responsibilities

1. Bayside U3A's Committee of Management is responsible for:
 - Developing, adopting, implementing and publishing this policy
 - ensuring that all members, volunteers and employees are aware of this policy
 - treating all complaints seriously and confidentially
 - taking immediate and appropriate corrective action

Related Policy Guidelines

Privacy