



**ELECTRICAL  
CONTRACTING  
PTY LTD** AU26726



**ACCREDITED  
MASTER  
ELECTRICIAN**

## **SEXUAL HARASSMENT POLICY**

We consider sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances.

Sexual harassment occurs when a person:

- Makes an unwelcome sexual advance
- Makes an unwelcome request for sexual favours or
- Engages in any other unwelcome conduct of a sexual nature

Examples include:

- Staring or leering
- Unnecessary familiarity, such as brushing against a person or unwelcome touching
- Suggestive comments or jokes
- Insults or taunts of a sexual nature
- Intrusive questions or statements about a person's 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.

Sexual harassment is against the law and it is against The Business' policy. We believe that all workers/clients should be able to work in an environment free of intimidation and sexual harassment.

Individuals who believe they have been subjected to sexual harassment should report the incident to the Director of The Business and/or the Office Manager. Any allegation of sexual harassment brought to the attention of the above will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined appropriately, up to and including termination and/or reported to the appropriate authority. We may elect any other appropriate action to protect the rights of workers/clients.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Director of The Business and/or the Office Manager.

We will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation, nor permit any worker to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to

have retaliated against another individual for reporting sexual harassment will be subject to the same disciplinary action provided for sexual harassment offenders.

We have developed this policy to ensure that all its workers and partners can work in an environment free from sexual harassment. We will make every effort to ensure that all personnel are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved. This policy is designed to protect all workers from harassment in a way, associated with the workplace of work environment, no matter who the harasser is.

### **What to do if you feel sexually harassed or victimised?**

If you feel sufficiently comfortable, you should talk directly to the person you feel is harassing, discrimination or victimising you, to raise your issues. Alternatively, you could discuss these problems with your manager to try to resolve the situation. Employees may also contact the relevant external bodies for advice or support at any time.

It is useful to make a written note of an incidents that may constitute harassment, discrimination or victimisation, including dates, times, witnesses, what happened and what you said or felt.

When submitting a formal complaint, it should be kept simple and factual, and include all relevant details. There should be enough information to enable The Business to undertake an investigation of all allegations, where appropriate. As a guide, a formal complaint should include the following information:

- What happened;
- Where and when the event(s) took place;
- Who was involved;
- Any witnesses to the events and their details;
- Any evidence (photos, written material)
- Any action which you have already taken in relation to your complaint; and
- What action you would like taken, or preferred outcomes, to resolve your complaint

Your complaint will be taken seriously and dealt with in a fair and appropriate manner. Those helping you to resolve your complaint will maintain confidentiality and will only relate information with your consent.

### **Individual Responsibilities**

#### **Managers**

Managers must:

- Ensure all staff (including temporary / casual employees and contractors) are aware of and understand this policy and related procedures;
- Ensure proper standards of conduct are maintained at all times;
- Set an appropriate example to staff;
- Take appropriate action to stop any form of harassment, discrimination or victimisation or which they are aware;



- Ensure confidentiality as far as possible is maintained;
- Maintain appropriate records.

### **Responsibilities of Staff**

Staff (including temporary/causal employees and contractors) must:

- Be aware of, understand and comply with The Business's equity in the workplace policy;
- Think carefully about his/her behaviour and how it may impact others;
- Respect the rights of others and never encourage harassment, discrimination and victimisation; and
- Ensure confidentiality is maintained in relation to any incident or complaint

If you become aware that someone you work with is being harassed, discriminated against or victimised, you should offer your support to the person by:

- Offering to act as a witness (where relevant) if they wish to lodge a formal complaint;
- Refusing to participate in any activity which constitutes harassment, discrimination or victimisation;
- Encouraging them to use the options available to them in this policy to stop the behaviours/actions; and
- Reporting improper behaviour to a manager/team leader or other authorised person.

### **Consequences**

The Business views any complaint of harassment, discrimination and/or victimisation seriously. Managers and team leaders who tolerate such behaviour will be held accountable for their actions or omissions.

If a complaint of harassment, discrimination or victimisation is substantiated, The Business may take disciplinary action, up to and including dismissal.

The Business may also take appropriate disciplinary action against an individual who is found to have made vexatious claim of harassment, discrimination or victimisation.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: \_\_\_\_\_

Date: 01/07/2020

Policy Review Date: 01/07/2021

