



SEXUAL HARRASMENT POLICY

Policy 2025-2028



Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

Introduction:

The Sexual Harassment Policy sets out the legal responsibilities and obligations of employees of the Department of Education and Training (the Department)

Roxburgh College, in line with the Department's policy and requirements is committed to providing a safe, inclusive and respectful workplace, which is free from sexual harassment. Staff are not expected to tolerate sexual harassment at work.

Scope:

The Policy applies to all Department employees at Roxburgh College.

This Policy applies when engaging with other employees, students or members of the public (*referred to as Adult*) encountered in the course of working duties.

Applies to situations involving:

- Staff ↔ Staff
- Staff ↔ Student
- Student ↔ Student
- Adult → Student
- Adult → Staff

Sexual harassment will not be tolerated by the Department under any circumstances. Sexual harassment is unlawful under the Sex Discrimination Act 1984 (Cth) and the Equal Opportunity Act 2010 (Vic).

Principles:

The guiding principles of this Policy are to:

- provide a safe working environment which is free from sexual harassment
- support diversity and inclusive work practices
- promote respect amongst all people in the workplace
- encourage fair and equitable treatment of all people in the workplace
- ensure employees have redress against sexual harassment in the workplace
- inform employees/students/members of the public they may be personally liable if allegations of sexual harassment are substantiated against them

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated or intimidated.

A single incident is enough to be considered sexual harassment — **it does not have to be repeated behaviour.**

The person engaging in the unwelcome behaviours does not have to intend to be sexually harassing the other person for it to amount to sexual harassment.

Regardless of what was intended, **sexual harassment is defined by the nature and the impact of the behaviour, not the intention** behind it.

A key element of sexual harassment is that it is unwelcome.

It is important to note that if a person does not object to inappropriate behaviour at the time; it should not be assumed that they are giving their consent. Consent exists where clear and unambiguous consent has been freely given and continues to be given.

Sexual harassment may include (but not limited to):

- Comments about a person's sex life or physical appearance
- Comments of a sexual nature
- Leering
- Unwanted touching such as brushing up against a person, or hugging
- Sexual jokes
- Offensive telephone calls, text messages or communications on social media platforms
- Displays of offensive photographs, reading matter or objects
- Sending jokes or graphics of a sexual nature by email, internet, fax or mobile phone
- Unwelcome questioning about a person's private life
- Offensive screen savers
- Unwanted requests for sex

To report sexual harassment in our workplace or seek support, employees can speak with the Principal, Assistant Principal or the Conduct and Integrity Division on [03 7034 6768](tel:0370346768).

Employees can also access 4 free and confidential counselling sessions through the Employee Assistance Program (EAP) on [1300 361 008](tel:1300361008). The EAP also has a dedicated Manager Assist telephone advisory service to support Principals to access management support and coaching.

Responsibilities of all employees:

The responsibilities of all employees are to:

- Comply with this Policy and the Code of Conduct for Victorian Public Sector Employees
- Report any incident of sexual harassment that they have experienced or witnessed
- Participate in any training provided by the department, including completing the [Sexual Harassment eLearning module](#) and the [Equal Opportunities eLearning module](#)
- Model appropriate behaviour and the [department values](#)
- Treat any allegations or complaints of sexual harassment with appropriate confidentiality

- Ensure that a person is not victimised for making or being involved in a complaint of sexual harassment.

Employees can report or make a complaint about any instance of sexual harassment to their Principal Class Team.

If a complaint of sexual harassment is made, or sexual harassment is observed or brought to the attention of the Principal or AP, it must be acted upon immediately and managed in a sensitive and confidential manner.

Where a complaint of sexual harassment is found to be substantiated, the consequences for the person against whom the complaint is made will depend on the particular circumstances. The consequences may include an apology, counselling, undertaking training, or disciplinary action. If students are involved in such behaviour, The Departments Suspension processes must be followed.

Bystander intervention:

Bystanders, including colleagues, who witness or are aware of sexual harassment, can play an important role in preventing sexual harassment in the workplace. When grounded in behaviours of integrity and respect, action taken by colleagues can positively impact on defining workplace culture. When safe to do so, bystanders that are aware of sexual harassment are encouraged to:

- Provide support to the colleague who is being subjected to sexual harassment,
- Formally or informally challenge concerning behaviour, and
- Report sexual harassment to the Principal Class Team

The standard that people walk past is the standard that people accept.

Flow charts – Actions/Processes:

1. Staff → Staff

Incident reported to Principal Class Team (PCT)

Investigate allegations

or

Refer staff for support and counselling

- EAP
- Staff Wellbeing Counsellor

Report to:

- Police
- SEIL
- VIT

Refer staff for support and counselling

- EAP
- Staff Wellbeing Counsellor

2. Staff ↔ Student

Incident reported to PCT and/or YLM



Investigate allegations

2a. Student to Staff



Refer student for support and counselling:

- Student Wellbeing Team
- External services if applicable
- Student to complete a Sexual Harassment Module



Refer staff for support and counselling:

- EAP
- Staff Wellbeing Counsellor



If appropriate, refer matter to Police and relevant external agencies



YLM :

- Notify parent/carer of student
- Follow Suspension Process Guidelines

2b. Staff to Student

Refer student for support and counselling:

- Student Wellbeing Team
- External services if applicable

Notify parents

Organise Safety Support Plan for student

Report incident to:

- Police
- SEIL
- VIT

Refer staff for support and counselling

- EAP
- Staff Wellbeing Counsellor

3. Student → Student

Incident reported to Year Level Manager (YLM)

Investigate allegations

Refer student (perpetrator) for support and counselling:

- Student Wellbeing Team
- External support services if applicable
- Student to complete a Sexual Harassment Module

If appropriate, refer matter to Police and relevant external agencies

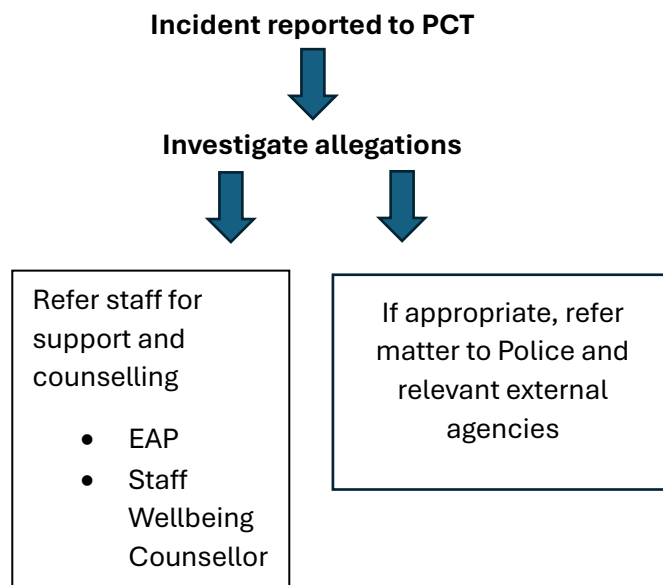
Refer student (victim) for support and counselling:

- Student Wellbeing Team
- External support services if applicable

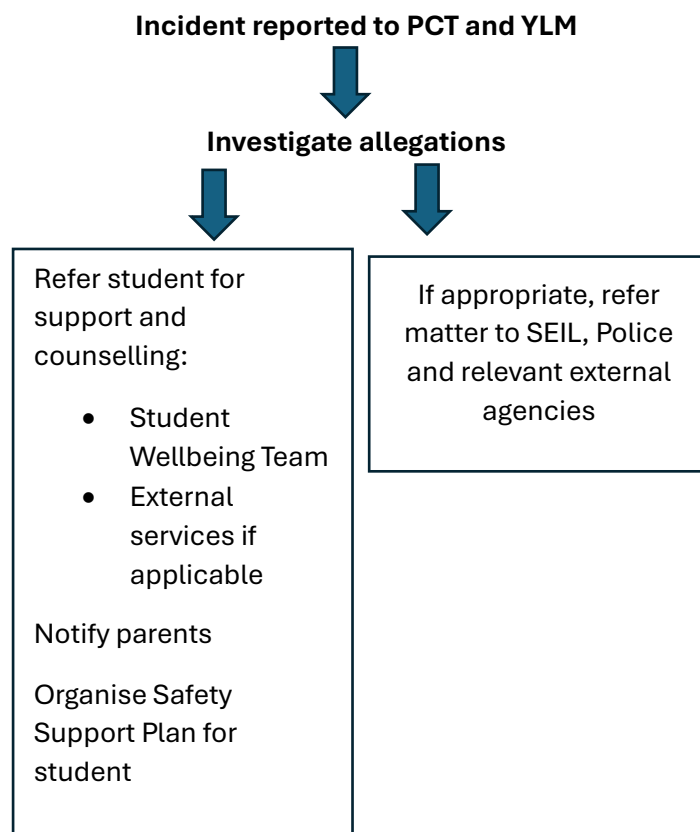
Notify parents

Organise Safety Support Plan for student

4. Adult → Staff



5. Adult → Student



Relevant Legislation:

- [Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)
- [Fair Work Act \(Commonwealth Powers\) 2009 \(Vic\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Sex Discrimination Act 1984 \(Cth\)](#)

Policy Review and Approval:

Policy last reviewed	August 2025
Approved by	Principal and School Council
Next scheduled review date	August 2028