

## SEXUAL HARASSMENT RESPONSE PROCEDURE

### Part A: Roles and Responsibilities

Role	Responsibility
<b>All Staff, Students and GNLC Centre Users</b>	<ul style="list-style-type: none"> <li>• To have due regard for the rights and dignity of others at all times in accordance with the Staff of Ethical Practice.</li> <li>• If it is brought to your attention that you have engaged in sexual harassment, to immediately desist from that behaviour.</li> <li>• To respond compassionately and appropriately if a disclosure of sexual harassment is made to you by any person.</li> <li>• To provide any person who makes a disclosure to you with information or a referral to appropriate services for support, reporting and investigation.</li> <li>• To speak out when witnessing incidents of Sexual harassment (if you feel safe to do so).</li> <li>• If a disclosure is made by a person aged under 18 years, to report the matter using the Child Safety Reporting Process as outlined in the Child Safe Standards and Mandatory Reporting Procedure (this is mandatory).</li> <li>• To not victimise a person who has made a disclosure or Complaint of Sexual harassment.</li> <li>• To report any observations or incidents of potential harassment</li> <li>• Make reasonable efforts to resolve matters before making a complaint (if safe, reasonable and appropriate to do so)</li> <li>• Cooperate with reasonable requests from staff involved under this Procedure</li> </ul>
<b>Manager, GNLC Coordinator and CoM</b>	<ul style="list-style-type: none"> <li>• Lead a positive workplace culture.</li> <li>• Model appropriate behaviour in the workplace.</li> <li>• Take proactive steps to address any potential harassing behaviour.</li> <li>• Facilitates the handling of complaints</li> <li>• Conducts investigation of complaints</li> <li>• Provides relevant information to both staff and students in the resolution process.</li> <li>• Facilitates the handling of complaints in a Fair, Confidential and Transparent manner and provides administrative oversight of the referral process.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>• Provides assistance and support to the Staff member or Student.</li> </ul>

<b>Person</b>	The support person is an independent person, who may not be a lawyer, but is chosen by the Staff member or Student.
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## Part B: Procedure Overview

GNLC treats all allegations of Sexual harassment as serious matters.

In addressing allegations of Sexual harassment:

- a. GNLC will exercise procedural fairness. Those involved in the process will not be biased or affected by conflict of interest, and will act fairly and impartially.
- b. Confidentiality will be maintained wherever possible in the handling of disclosures, reports and/or complaints of Sexual harassment.
- c. GNLC will be transparent in the process and all involved will be kept informed of the progress of the complaint and reasons for any decisions.

People making disclosures, reports or complaints should not suffer adverse consequences or reprisals from GNLC or any of its staff as the result of making a complaint. GNLC will take steps to address any victimisation.

## Part C: Procedure

Sexual Harassment Response Procedure	
<b>Staff or Students who fear for their safety and require immediate assistance should go to reception or call 000.</b>	
<b>When a Student, Staff member or GNLC Centre User is Sexually harassed there are three key internal processes that may be employed to resolve the matter:</b>	
Stage 1  <b>Local Level, self - managed resolution</b>	<p>If you experience sexual harassment at GNLC, you are strongly encouraged to report the matter.</p> <p>As a first step, <b>you may choose to:</b></p> <ul style="list-style-type: none"> <li>• Address the issue directly with the person who you believe has discriminated against, harassed or bullied you, if you are comfortable to do so.</li> </ul> <p>If you are a student, you can speak to a teacher or other GNLC staff member and ask them for help. They can support you and address the issue on your behalf.</p> <p>Any staff member at GNLC can be involved in this stage and must attempt to resolve the issue. This may include providing advice or</p>

	<p>general mediation in relation to the issue.</p> <p>Teachers can seek advice from Coordinators to assist in seeking a suitable resolution.</p> <p>If you are a Staff member or a GNLC Centre User you can seek advice from your Coordinator, the Manager or a CoM member.</p>
<p><b>Stage 2</b></p> <p><b>Managed Resolution.</b></p>	<p>If you are not comfortable raising the issue Informally, you <b>may choose to Register a Formal Complaint as your first action.</b></p> <p>Note - This stage of the procedure is consistent with the Student Complaints and Resolution Procedure Stage 2 – Register a Formal Complaint, but can be used by staff, students or a GNLC user to make a complaint that relates to Discrimination, Harassment or Bullying.</p> <p>To register a Formal Complaint, the complainant should complete a Formal Complaint Form or email the Course Coordinator or Manager. GNLC Centre Users should email Formal Complaint Forms to the GNLC Coordinator.</p> <p>Formal Complaint Forms are located on the shared Network Drive and any GNLC staff can support students to access and complete the formal complaint form. This may include teaching staff, Coordinators, Administration staff or the Manager.</p> <p>Formal Complaint Forms or emails are submitted to the Coordinator and/or Manager. The Coordinator and/or the Manager will then meet with all parties and endeavor to resolve the matter.</p> <p>The Manager will communicate the outcome to all parties within 7 days of the written complaint being lodged.</p> <p><b>If an allegation is made that you have sexually harassed person or group</b></p> <p>If an allegation is made against you, GNLC will advise you of the allegation. You will be given the opportunity to know the case against you and have the opportunity to respond to the allegations made.</p> <p>The process is confidential.</p>
<p><b>Stage 3</b></p> <p><b>Appeal</b></p>	<p>If the complaint is not dealt with to the complainant's satisfaction within a 7 day period they may bring it to the attention of the Manager or Chairperson of the CoM.</p> <p>The Manager or Chairperson will consider all relevant documentation, may meet with the complainant and other relevant parties, and will make a decision. As soon as practicable, the complainant will be kept informed of the process, of the decision and of any corrective action. The complainant will also be informed of the right to appeal the decision.</p> <p>Any person who is the subject of the complaint will have the right of reply.</p>

	The complainant may request and be given support from a suitable person such as a teacher or other staff member at any point in this process. The Complainant may also elect to have someone external from the Centre act as a support person.
<b>Stage 4</b> <b>External resolution</b>	<p>If the issue is still not resolved to the complainant's satisfaction, the complainant should inform the CoM in writing.</p> <p>GNLC will make arrangements for an independent external mediator person to resolve the issue.</p> <p>The student will be given the opportunity to formally present his or her case. The time frame for this process may vary but should take no longer than 14 days.</p>

**It is unacceptable to victimise someone who has made a complaint. People making complaints should not suffer any adverse consequences or reprisals from GNLC or any of its Staff or Centre Users as a result of making a complaint. GNLC will take steps to address any victimisation.**

**If you make a vexatious complaint**

A vexatious complaint is where a groundless complaint is lodged to cause harm, or harass the respondent.

If GNLC has reasonable grounds to regard a complaint as vexatious, it may decline to investigate the matter.

**Records of the Complaint**

Details of Formal Complaint, including Formal Complaint Forms, notes from any meetings and the outcome, will be recorded on the Complaints Registry and stored on the Shared Network Drive.

<b>Status</b>	Current
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<b>Effective Date</b>	16/6/20
<b>Review Date</b>	16/6/23
<b>Approval Authority</b>	Committee of Management
<b>Enquiries</b>	9304 3910