

What is sexual harassment?

Sexual harassment can take various forms. It can involve conduct such as:

- » Unwelcome touching, hugging or kissing.
- » Staring or leering.
- » Suggestive comments or jokes.
- » Sexually explicit pictures, screen savers or posters.

Sexual harassment is judged not by what was intended but by how it was received.

What to do if sexual harassment occurs?

Making a complaint

If you are a volunteer or paid staff member who believes they have been harassed, you should:

- » Make a note of the date, time and location of the incident/s .
- » If you are comfortable doing so, tell the alleged harasser that the behaviour is offensive, unwelcome, against the organisation's policy and should stop.

If not comfortable confronting the alleged harasser or if unwelcome behaviour continues, report it to a responsible member of the committee (It is a good idea for the committee to nominate a committee member who can deal with any such complaints). If this is inappropriate, speak to the Activities Leader of the group or contact Knox's Biodiversity Officer (9298 8000), who will refer you to the appropriate person. The person dealing with the complaint (the Investigating Officer) will follow the procedures set out below. At any time you may discontinue this process.

Complaints process

When a complaint is received, the Investigating Officer will:

- » Obtain and record a full, step-by-step account of the incident/s.
- » Ensure the organisation's process for handling the complaint is understood.
- » Ascertain your preferred outcome (e.g. an apology, the behaviour to cease, a change in working arrangements).
- » Agree on the next step: informal resolution or formal investigation.
- » Keep a confidential record of all details of this discussion and subsequent steps in the process.

You may also choose to take your complaint to the Victorian Equal Opportunity and Human Rights Commission (HRC).