

SEXUAL HARASSMENT

Policy on the Prevention of Sexual Harassment

Company policy is as follows:-

1. Sexual harassment refers to unwanted and unsolicited conduct of a sexual nature or other conduct based on sex, which is personally offensive to the recipient. It is distinguished from mutually acceptable, friendly or social behavior, which may occur during contacts between people at work.
2. Sexual harassment is a form of sex discrimination. It is unlawful, improper, and inappropriate behavior, which is contrary to the Sex Discrimination Act. It usually takes the form of persistent, unwanted attentions, but a single incident may constitute sexual harassment if it is sufficiently serious.
3. Sexual harassment will not be condoned or tolerated within this company. Anyone who considers that he/she is suffering from harassment should follow the complaints procedure overleaf. If, following investigation, the complaint is found to be valid, the disciplinary procedure will be invoked.
4. All employees have a responsibility to comply with this policy and to help ensure that there is no sexual harassment at the work place. Management and supervisors have a particular duty to ensure that sexual harassment does not occur in the work areas for which they are responsible.
5. Any threat, or insinuation, made that employees rejection of sexual advances will influence an employment decision effecting that person will be treated as a serious disciplinary offense.
6. All allegations of sexual harassment will be dealt with sensitively and in confidence under the complaint procedure, with any necessary action to stop the harassment reoccurring being taken promptly.
7. It will be considered a disciplinary offense to victimise, or retaliate, against a person making a complaint of sexual harassment, or any person assisting in an investigation.
8. Employees who consider they are being subjected to sexual harassment can seek advice, support and counseling in total confidence and without any obligation from the Employer.