

Policy Title:	Harassment
Effective Date:	14 th December 2010
Review Date:	As necessary by the Policy and Procedure Development Policy

POLICY STATEMENT

Harassment may induce stress and stress becomes an occupational hazard if it adversely impacts on safety and health in the workplace. Harassment and violence in the work place between adults will not be tolerated and in some circumstances the violence may amount to a crime. In such circumstances it will be reported to the police.

BACKGROUND AND CONTEXT

This policy was adapted from Managing OHS in Children's Services, Lady Gowrie Child Centre – Sydney, 2002 and The Community Services Safety Pack, January 2004, WorkCover NSW. It was first ratified by the Management Committee in June 2006, and reviewed in September 2008 and December 2010.

SCOPE AND PURPOSE

To reduce the likelihood of harassment and the subsequent effects on staff and any visitors to the Centre.

DEFINITIONS

Harassment is any form of behaviour that is not wanted, humiliates, offends, or intimidates. Harassment can occur over a period of time, but in some cases a single act may be enough to amount to harassment.

Behaviours that constitute harassment include (but are not limited to):

- material that is for example, racist, sexist, sexually explicit, or homophobic and is displayed in the workplace, circulated, put in someone's workplace or belongings, or on a computer or fax machine or via the internet
- verbal abuse or comments that put down or stereotype people because of their sex, pregnancy, marital status, race, homosexuality, disability, trans-sexuality, age
- gestures which are sexually or racially offensive
- ignoring, isolating or segregating a person or group because of their sex, race, etc
- staring or leering in a sexual manner
- sexual or physical contact, such as slapping, kissing or touching
- intrusive questions about sexual activity
- jokes based on gender, pregnancy, race, marital status, homosexuality, disability, transgender or age

POLICY DETAIL/ BUSINESS RULES

Inner City Care has complaints and grievance procedures and policies that include mechanisms for:

- informally resolving an issue
- formally resolving an issue
- formally lodging a complaint with an external body.

We like to think the threat of violence at Inner City Care is very low but violent acts may include:

- verbal abuse, in person or over the telephone
- written abuse
- discrimination
- bullying and harassment
- spitting, stalking, threats
- ganging up, bullying and intimidation
- physical or sexual assault
- malicious damage to the property of Centre members or the organisation itself

Staff have a duty to report any incidents of harassment or violence and to comply with Centre procedures to control the risk of violence.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC staff have training in this policy. All ICC staff are accountable for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

Work Health and Safety Policy

APPROVAL

Approved by Management Committee	
Meeting date:	14th December 2010
Policy Owner:	Inner City Care
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