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|  OAKLEIGH GRAMMAR <small>Empowering young minds</small> | <h1>Oakleigh Grammar</h1> |
| Policy Document Name | Harassment, Discrimination and Grievance Policy and Procedure |
| Date Ratified by Board of Management | December 2024 |
| Date for Review | December 2027 |

1. Statement of Context and Purpose:

Oakleigh Grammar has legal obligations to prevent harassment and discrimination in the workplace and to ensure that every reasonable effort is made to provide a workplace free from this type of conduct.

To this end, Oakleigh Grammar is committed to the prevention of harassment and discrimination in the workplace and to creating a work environment where all employees are treated with dignity, courtesy and respect. Harassment and discrimination will not be tolerated in the workplace or at functions held by Oakleigh Grammar. Any acts of discrimination or harassment by employees in breach of this policy and procedure may result in disciplinary action, including termination of employment if appropriate.

Oakleigh Grammar supports a grievance procedure whereby grievances can be lodged and investigated in a proper and timely manner. This procedure comprises:

- Raising specific concerns with the person involved in the first instance;
- If unsuccessful (or not appropriate), the employee should approach the HR Officer and lodge a formal complaint; and
- In instances where the complaint cannot be resolved internally, it may be referred to an agreed external mediator.

All complaints will be investigated promptly and with the utmost confidentiality.

This policy and procedure is designed to ensure employees of Oakleigh Grammar work in an environment which is free from unlawful harassment and discrimination and to provide a process for resolving grievances relating to unlawful discrimination or harassment.

Reference Points / Background Papers:

Equal Opportunity Act 2010 (Vic)

Race Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Disability Discrimination Act 1992 (Cth)

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Fair Work Act 2009 (Cth)

Performance And Conduct Management Policy

2. Definitions:

Discrimination

There are two types of discrimination: direct discrimination and indirect discrimination.

- a. **Direct Discrimination** means to treat someone with a particular attribute less favourably than a person without the particular attribute in the same or similar circumstances. The attributes covered are:
age, breastfeeding, parental or carer status, impairment, gender identity, sexual orientation, industrial activity, marital status, physical features, political belief/activity, pregnancy, race, religious belief/activity, sex, lawful sexual activity or personal association with someone who has one or more of these attributes.
- b. **Indirect Discrimination** occurs when a requirement, condition or practice is imposed and a person with an attribute cannot comply with the requirement, whereas others can, and that requirement condition or practice is not reasonable.

For discrimination to be unlawful it must be on the basis of a specific attribute listed in State or Federal legislation. The following are attributes found in State and Commonwealth legislation which may form the basis of unlawful discrimination.

- Gender
- Relationship status
- Parental status
- Family responsibilities
- Pregnancy
- Breastfeeding
- Age
- Race
- Nationality
- Social origin
- Colour
- Impairment or disability
- Religious belief or activity
- Irrelevant criminal or medical record
- Physical features
- Participation in lawful industrial activity
- Lawful sexual activity
- Gender identity
- Political belief or activity; or
- Association with a person identified by one of the above grounds.

Examples of conduct that may amount to discrimination includes but are not limited to:

- Judging someone on their political or religious beliefs, rather than their work performance;
- Using stereotypes or assumptions to guide decision making about a person's career;
- Undermining the person's authority because of their race, gender or sexual preference;
- Denying promotion opportunities to staff members on the basis of age or gender;

- Making offensive jokes or comments about another worker's racial or ethnic background, gender, sexual preference, age, disability or physical appearance; or
- Denying further training to employees on the basis of impairment.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is likely to offend, humiliate or intimidate the person at whom it is directed. The harassing behaviour may include (but is not limited to):

- Unwelcome physical contact (e.g. kissing, touching, patting or brushing against a person);
- Demands for sexual favours;
- Offensive or demeaning comments;
- Jokes and innuendo;
- Staring;
- Sexually explicit conversations;
- Gender based insults;
- Displaying, sending, emailing or downloading offensive material; and
- Questions, remarks or insinuations about a person's sexual activities or private life.

A single act or continuing courses of conduct is equally capable of constituting harassment.

Further, it is important to note that it is irrelevant at law as to whether or not the inappropriate behaviour was intended by an employee. Whether the behaviour is unwelcome is determined by reference to the person being subjected to the behaviour.

c. Responsibilities

Management

Oakleigh Grammar is responsible for providing employees with advice and guidance on the application of this policy and use of the grievance procedure.

Employees

All employees are responsible for ensuring compliance with this policy and maintaining acceptable standards of conduct at all times. All employees must abide by this policy and take steps to prevent instances of discrimination and harassment from occurring.

Employees must not, in any circumstances, discriminate against or harass colleagues, prospective colleagues, visitors, students or any other person dealt with in the course of their employment at Oakleigh Grammar.

Any employee who feels discriminated against or harassed should feel confident that complaints will be taken seriously and handled confidentially.

d. Consequences of a Breach of this Policy

Oakleigh Grammar emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action in accordance with the *Staff Code of Conduct and Behaviours Policy*.

e. Grievance Procedure

Employees who are harassed or discriminated against should utilise this grievance procedure in order to attempt to resolve any complaint.

The steps in the grievance procedure to be followed by employees who feel that they have been harassed or discriminated against are as follows:

1. Where it is appropriate to do so, employees are encouraged to raise the issue or behaviours with the other person concerned and resolve the issues directly. Employees should make it clear to the person that their behaviour is unwelcome and unwanted.
2. In circumstances where:
 - a. The issue is not able to be resolved informally, either because the other person is unapproachable or they ignore the requests to try and resolve issues or stop the inappropriate behaviour; or
 - b. The complaint relates to a serious incident of harassment or discrimination;

...employees may approach their HR Officer, raise and discuss their concerns, and lodge a formal complaint.
3. The HR Officer will then consider and/or investigate the complaint and work with the employees involved to remedy the situation and take steps to prevent similar incidents from arising in the future. Every complaint will be taken seriously and will be handled in a confidential manner and without bias.
4. Employees who wish to make a formal complaint will need to document their complaint in writing and where possible state:
 - a. The name of the person against whom the complaint is made;
 - b. The name of the behaviour complained of;
 - c. Date(s) and time(s) when the behaviour complained of occurred;
 - d. Names and witnesses to any incidence of the behaviour complained of; and
 - e. Any action taken by the employee to stop the behaviour complained of.
5. Where an investigation is commenced:
 - a. The investigation will be handled impartially, confidentially and efficiently;
 - b. The person about whom the complaint has been made will be provided with details of the allegations and will be given an opportunity to respond;
 - c. Relevant witnesses may be interviewed where necessary and any statements taken will be securely kept to ensure confidentiality;
 - d. Both parties will be regularly updated throughout the investigation and advised of the outcome when it is reached.
6. Following the investigation:
 - a. If the allegations are substantiated, immediate steps will be taken to ensure that the behaviour is not repeated and appropriate disciplinary action is taken; or
 - b. If the allegations are not substantiated, the HR Officer is required to monitor the workplace behaviour.

7. If all efforts to resolve the matter internally have been unsuccessful, a grievance may be referred to an agreed external mediator is approved by the HR Officer.

f. Implications for Practice

To implement this Policy and Procedure Oakleigh Grammar, the Board and or the Principal must ensure:

1. That copies of this Policy and Procedure are available to employees in numerous formats including on the internal intranet, in physical form in the staff room;
2. That this policy is incorporated in Oakleigh Grammar's induction program to ensure that all employees are aware of this policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
3. That periodic training and refresher sessions are administered to all employees in relation to this Policy and Procedure; and
4. That mechanisms necessary to establish the complaints and grievance process are put in place. This will involve:
 - a. Training and educating all individuals involved in handling formal complaints and conducting proper investigations so as to ensure that they understand the steps that must be taken to resolve claims of harassment and discrimination; and
 - b. Generating formal complaints forms for employees to complete, listing all relevant information required to conduct an appropriate investigation.