Harassment Prevention Policy
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Harassment Prevention Policy

Overview

Leadership Success does not allow harassment in our workplace or in our training sessions. There are many types of verbal, non-verbal and physical behavior that could amount to harassment. Harassing behaviour can range from serious to less serious levels, however one-off incidents can still constitute harassment. Also, where continued, such behaviour can undermine the standard of conduct within a work area, which may erode the well-being of the individual or group being targeted and lead to lower overall staff performance or effectiveness of training sessions.

This Policy outlines the type of behaviour that Leadership Success will and will not tolerate in the workplace and in our training sessions.

Preventing Harassment

Prohibited Behaviour

The following behaviour will not be tolerated in the Leadership Success workplace or training sessions:

✓ Indecent or sexual assault (from simple touching of the parts of the body to more serious forms of assault)

✓ Initiation rites (tests for new people to see if you like them or let them belong) that are sexual, or could offend, humiliate or intimidate someone

✓ Referring to a person who is transgender by their previous name or calling him or her ‘it’

✓ Displaying any pornography, or any sexual or naked pictures anywhere that any other employee, customer, client or visitor to our workplace can see them

✓ Stalking another employee, customer, client or workplace

✓ Strip-o-grams, or any other form of striptease, or naked display of sexual parts of your own or someone else’s body

✓ Sexual or suggestive remarks

✓ Making fun of someone because of their race, disability, age, sex, sexuality or other protected attribute
✓ Imitating someone’s disability
✓ Unwanted sexual propositions
✓ Sexual, sexist, racist, homophobic or other stereotyped language, illustrations, threats or insults
✓ Offensive language

**Verbal and Non-Verbal Behaviour That Could Amount to Harassment**

Any of the following verbal behaviour could amount to harassment and will not be tolerated in the Leadership Success workplace or training sessions:

✓ Repeated, unwelcome invitations to go out with someone
✓ Spreading sexual rumours about someone
✓ Offensive jokes
✓ Repeated, unwelcome questions about someone’s personal life

Any of the following non-verbal behaviour could also amount to harassment and will not be tolerated in the Leadership Success workplace or training sessions:

✓ Suggestive looks or leers
✓ Displaying or circulating racist, sexual and other stereotyped cartoons or literature
✓ Consistently ignoring someone, not sharing information with someone, or being particularly cold or distant with them
✓ Offensive hand or body gestures
✓ Unnecessarily leaning over someone or standing too close to them
✓ Wolf whistling
✓ Unnecessary physical contact (pinching, patting, brushing up against a person, touching, kissing or hugging against a person’s will)
✓ Pushing, shoving or jostling
✓ Putting your hand or an object (like someone’s payslip) into someone’s pocket
Behaviour That Does Not Amount to Harassment

Workplace harassment must not be confused with legitimate comment and advice (including relevant negative comment or feedback) from managers and supervisors on the work performance or work related behaviour of an individual or group.

The process of providing feedback to staff during a formal performance appraisal, or counselling staff regarding their work performance, will not always be free of stress. Managers should manage these processes with sensitivity, but they should not avoid their responsibility to provide full and frank feedback to staff.

What Leadership Success Facilitators Must Do to Prevent Harassment

It is the responsibility of all representatives of Leadership Success to respect the rights of others and never get involved with or condone harassment.

Leadership Success facilitators must also:

✓ Ensure that all of their students understand this Policy

✓ Know the arguments supporting this policy so that you can deal effectively with any questions or concerns from the people that you train

✓ Be a good role model – do not engage in any behaviour which could be interpreted as harassment

✓ Make it clear to all those that you train that you won’t tolerate any harassing behaviour

✓ Ensure that your students working environment and the training environment is free of sexist, racist or any type of stereotyping material such as posters or screensavers;

✓ Act immediately if you witness or are told about any harassment by following the instructions in the Leadership Success Complaints and Grievances Policy

✓ Respect other people, their opinions and views

✓ Be careful of the words you use, the tone you use and how you say things, throw-away comments, any type of touching, standing too close, gestures, isolating or segregating others
What Leadership Success Will Do about Harassment

Leadership Success aims to prevent harassment ever occurring in the workplace and in our training sessions through the provision of the information contained in this Policy.

In the event that Leadership Success receives a complaint or is informed about harassment in a training session or in the workplace, Leadership Success will deal with the complaint or information seriously, sympathetically, efficiently, impartially and confidentially.

Leadership Success will not victimised or harass a complainant or someone supporting a complainant and will endeavour ensure that the complainant or someone supporting the complainant is not victimised or harassed by others for making a complaint about harassment.

If you wish to make a complaint about harassment, please refer to the procedure outlined in our Complaints and Grievances Policy.

Where to Get More Information or Help

The Anti-Discrimination Board (ADB) of NSW was set up under the Anti-Discrimination Act 1977 to administer the Act. It is their role to promote anti-discrimination and equal opportunity principles and policies throughout NSW. Contact the ADB here:

Sydney Office
Level 4, 175 Castlereagh Street
Sydney NSW 2000

Telephone: (02) 9268 5555
TTY: (02) 9268 5522
Tollfree: 1800 670 812 (for rural and regional New South Wales only)

Website: http://www.lawlink.nsw.gov.au/ADB
General email, enquiries: adbcontact@agd.nsw.gov.au
Complaints: complaintsadb@agd.nsw.gov.au

The Australian Human Rights Commission can investigate complaints of discrimination, harassment and bullying under federal anti-discrimination laws based on a person’s:

- **sex**, including pregnancy, marital status, family responsibilities and sexual harassment
- **disability**, including temporary and permanent disabilities; physical, intellectual, sensory, psychiatric disabilities, diseases or illnesses; medical conditions; work related injuries; past, present and future disabilities; and association with a person with a disability
✓ **race**, including colour, descent, national or ethnic origin, immigrant status and racial hatred

✓ **age**, covering young people and older people

✓ **sexual preference**, **criminal record**, **trade union activity**, **political opinion**, **religion** or **social origin** (in employment only)

Contact HRC here:

Postal address: GPO Box 5218, Sydney NSW 2001
Telephone: 1300 656 419 (local call) or 02 9284 9888
Email: complaintsinfo@humanrights.gov.au

If your complaint is covered by both state and federal laws you can choose which law you want to lodge your complaint under. This is known as "election of jurisdiction". You cannot lodge under both laws. You should contact the Commission's Complaints Infoline or the Anti-Discrimination Board NSW to find out this process and any differences.