

Sexual Harassment Policy

1. Purpose

The purpose of this policy is to document Glen Eira U3A's policy on sexual harassment and the process that will be followed should any complaint of sexual harassment be received.

Glen Eira U3A recognises it is the right of every member and volunteer to attend classes, activities or functions, and/or to perform their duties as a volunteer within the Glen Eira U3A environment without being subjected to any form of sexual harassment.

Glen Eira U3A will not tolerate sexual harassment.

2. Scope

2.1 Definitions

- The Victorian Equal Opportunity and Human Rights Commission states, on its website: "Sexual harassment is unwelcome sexual behaviour that could make a person feel offended, humiliated or intimidated. It can be a symptom of gender inequality and most often – but not always – affects women. Sexual harassment can be a single incident or repeated behaviour; a suggestive comment or an offensive joke...It doesn't matter what the intention is, sexual harassment is against the law."
- Examples of sexual harassment include:
 - Intrusive enquiries into a person's private life
 - Reference to their physical appearance or sexuality
 - Unwanted brushing against another person's body, body touching or physically molesting a person
 - Standing too close
 - Obscene, suggestive or offensive communications, including electronic mail
 - Pornographic or offensive posters, handouts or screensavers
 - Sexual jokes or anecdotes
 - Leering or staring
 - Unwanted sexual compliments or excessive flirting.

2.2 Report of Complaint

Glen Eira U3A strongly encourages any member and volunteer who feels sexually harassed to take immediate action. Where circumstances permit, if they feel comfortable, the person should make it clear that such behaviour is unwelcome and offensive.

Alternatively, a complaint of sexual harassment may be made to any member of the Health, Safety and Wellbeing Committee or the Secretary.

All complaints of sexual harassment will be dealt with promptly, seriously and sensitively. An investigation will be held, without any presumption of guilt.

2.3 Investigation

The process outlined in Glen Eira U3A's Issue Resolution Procedure will be followed.

A Case Manager will be appointed by the Committee. The Case Manager:

- Will treat all disclosures and complaints of sexual harassment seriously
- Will exercise procedural fairness
- Ensure that those involved in the process will not be biased or affected by conflict of interest and will act fairly and impartially
- Protect confidentiality wherever possible in the handling of complaints.

2.4 Victimisation

- No member or volunteer will be treated unfairly as a result of lodging a complaint.
- Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment or against any member or volunteer who has been alleged to be a harasser.

2.5 Resolution of Complaint

The Case Manager will follow the Issue Resolution Procedure.

All members and volunteers have the right to seek assistance from the Victorian Equal Opportunity and Human Rights Commission in the resolution of a sexual harassment incident.

2.6 Limits to responsibility

Some forms of sexual harassment (e.g. sexual assault, stalking and indecent exposure) may constitute criminal conduct. Glen Eira U3A is committed to handling most sexual harassment complaints at the local level. However, more extreme forms of harassment are not suited to internal resolution and should be handled by the criminal justice system. It is not the duty of Glen Eira U3A to report such matters to the police on behalf of the complainant.

3. Roles and Responsibilities

This policy applies to all Glen Eira volunteers (tutors, office/reception staff, committee members), members and/or contractors who undertake activities and functions performed on behalf of Glen Eira U3A.

Responsibility lies with every member or volunteer to ensure that sexual harassment does not occur and no member or volunteer should be subject to any form of sexual harassment.

The Health, Safety and Wellbeing Committee are responsible for:

- Developing, adopting, implementing and publishing this policy
- Maintaining a Glen Eira U3A environment that discourages harassment and victimisation and setting an example by their own behaviour
- Treating all complaints seriously and confidentially
- Taking immediate and appropriate corrective action if they become aware of any offensive action
- Investigating complaints about sexual harassment
- Monitoring and revising this policy as and when the need arises.

The Secretary is responsible for receiving enquiries about this policy.

4. Revision History

Version	Date	Changes
V1.0	19 June 2017	Endorsed by Glen Eira U3A Management Committee
V2.0	11 May 2023	Endorsed by Glen Eira U3A Management Committee
V3.0	30 May 2024	Endorsed by Glen Eira U3A Management Committee
V4.0	09 April 2026	Endorsed by Glen Eira U3A Management Committee