



AICES HARASSMENT POLICY

Harassment Policy

Harassment interferes with an environment of this kind. Because of this, any form of harassment is unacceptable and will not be tolerated by AICES. Every member of the AICES community is required to support this policy.

Definition of Unlawful Harassment

Unlawful harassment is a type of unlawful discrimination. In general, unlawful harassment is any form of conduct or behaviour which affects a person that:

- is unwelcome (not wanted) or uninvited (not asked for); and
- is based on one of the unlawful reasons; and
- is behaviour that a reasonable person would have anticipated might humiliate, offend or intimidate the person being harassed.

Unlawful reasons include:

- sex, marital or relationship status, pregnancy, breastfeeding or family responsibilities; sexuality or sexual preference;
- race, colour, descent, nationality, national origin, ethnicity or ethnoreligious origin;
- religious belief or activity;
- political belief or activity;
- trade union activity;
- disability or impairment;
- transgender status or gender identity;
- age;
- responsibilities as a carer; and
- service in the voluntary defence forces.

Unlawful harassment can include bullying. In some cases a single action or incident can create unlawful harassment. In other cases there may need to be a persistent pattern of behaviour before unlawful harassment has occurred.

Harassment can take many forms:

- Physical:** Fighting, pushing, shoving, gestures, invasion, of personal space, touching or brushing against another.
- Verbal:** Name calling, offensive language, unwelcome comments, intrusive questions about someone's private life, unwanted invitations, "nuisance" telephone calls, spreading malicious rumours, mimicking someone's accent or habits.

Visual: Offensive gestures, notes, pictures, e-mails or graffiti.
Victimisation: Stand-over tactics, extortion, damage to others' possessions, threats to "get" people, repeated exclusion.

What to Do if You Experience or Observe Harassment

If you feel that you are being unlawfully harassed or bullied:

- do not ignore circumstances where you feel you are being unlawfully harassed or bullied, thinking it will go away. Ignoring the behaviour could be taken as tacit approval by the person causing the harassment or bullying;
- where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. Maybe the alleged harasser/bully is not aware that his/her behaviour is intimidating or unwelcome and will stop once they are told; and/or
- raise the issue as a grievance with the AICES EO as **soon as possible** after the incident(s) have occurred.

If you feel that you are being **victimised** because you have made or propose to make a complaint of unlawful harassment or bullying or because you have provided information in relation to a complaint you should raise the issue as soon as possible with the AICES EO

What AICES Will Do

AICES will treat reports of harassment seriously, promptly and discreetly. Care will be taken to protect people's privacy and the only people who will be made aware of a complaint are those whose involvement is necessary to resolve it.

AICES will determine the most appropriate method of dealing with the complaint. This could include (among other things):

- requesting further information from you;
- requesting information from other co-workers or third parties;
- meeting with you or others involved in the complaint;
- reviewing and responding to the complaint or arranging for an appropriate person to review and respond to the complaint or
- facilitating a meeting between you and the person(s) that the complaint is about.

AICES will deal with the matter as confidentially as possible in the circumstances but this may involve speaking to relevant people in order to manage it properly. On receipt of a complaint

AICES will generally take the following steps:

- determine the best method of handling the complaint;
- advise you of the likely steps that will be undertaken by AICES in relation to the complaint;
- advise the person(s) that the complaint is about of the nature of the complaint and seek their response;
- collect any additional information AICES considers necessary to properly review the complaint; and
- advise both you and the person(s) that the complaint is about, the response to the complaint and if appropriate, any proposed action to be taken.