



SEXUAL HARASSMENT POLICY (OHS-POL-002)

DEFINITION

Sexual harassment is defined within this policy as behaviour (physical, visual, verbal and non-verbal) by a person of a sexual content that is offensive, humiliating, intimidating and/or unwelcome. Such behaviour may be a repetitive or single incident and may include but is not limited to:

- Unwelcome physical contact such as patting, kissing, embracing and pinching
- Persistent following or stalking
- Indecent exposure
- Obscene communication in any form, including social networking, in which a reasonable person would expect to be offended, humiliated or intimidated.

If a person's behaviour is sexually offensive, humiliating, intimidating and/or frightening it is unwelcome and unacceptable within Indianic Group. All identified incidents and reports of such behaviour will be taken extremely seriously and investigated in accordance with the *Western Australian Equal Opportunity Act 1984*.

***Note:** Under the *Western Australian Equal Opportunity Act 1984*, *Commonwealth Discrimination Act 1984* and the *Fairwork Act 2009* sexual, harassment and discrimination are prosecutable offences.

RESPONSIBILITIES OF INDIANIC GROUP

Indianic shall comply with all relevant regulatory, statutory and legislative requirements.

Indianic Group is responsible for implementing reasonable measures to prevent sexual harassment and to ensure this is clearly understood by all employees (i.e. ensuring employees are aware of the policy and appropriate and acceptable standards of behaviour).

If you require support or advice please see either HR, supervisor or manager. The Supervisor/Manager will ensure confidentiality is maintained, however will need to complete an incident report which will be investigated by the appropriate delegate. A Sexual Harassment Contact Officer will be appointed to provide support and information.

Indianic Group will ensure appropriate procedures are in place to manage any complaints and to ensure all complaints are reported.

Indianic management seeks to foster an environment free of sexual harassment and in doing so management will be role models to the employees.

RESPONSIBILITIES OF INDIANIC EMPLOYEES

It is the responsibility of the Indianic employee (including contractors) to come forward with a

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complaint within 24 hours of the incident occurring.

- To not participate in or encourage sexual harassment or discrimination against any person;
- If a person advises you that your behaviour is inappropriate, stop immediately and apologise;
- Be mindful of how your behaviour is interpreted;
- Respect each individual's choice, views and sexual orientation.

COMPLAINT PROCEDURE

All reports of sexual harassment will be taken seriously and confidentially.

If an employee believes they are being sexually harassed, Indianic Group encourages the employee to advise the offender (in writing or verbally) that the behaviour is offensive and to stop immediately.

If the situation is not resolved through these means, the employee should advise the Indianic Sexual Harassment Contact Officer.

All reports of sexual harassment will be quickly and thoroughly investigated with both parties through informal discussions initially which, if required, will progress to formal meetings for resolution.

All formal meetings will include the General Manager and Sexual Harassment Contact Officer.

The Indianic Sexual Harassment Contact Officer will seek to ensure that all persons are treated fairly and are not victimised or threatened in any way through the resolution process.

On completion of the procedure, if the person(s) accused of sexual harassment is found to have harassed the complainant, appropriate disciplinary actions will be implemented.

IMPLEMENTATION

The Indianic Sexual Harassment Contact Officer will be appointed to:

- Advise employees on what sexual harassment is, how to avoid such incidents and employees rights and responsibilities in relation to harassment;
- Provide employees with access to resources (i.e. pamphlets) on sexual harassment; and
- Ensure all employees are aware of the Indianic Sexual Harassment Policy;
- Managers and Supervisors shall maintain appropriate written records of complaints made and any actions taken.

An informal discussion will be initiated with both parties and the Sexual Harassment Contact Officer as an independent third party. If the informal process does not provide a resolution, a formal meeting with both parties, the Sexual Harassment Contact Officer and the General Manager will be initiated.

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Indianic encourages employees to advise the offending party that their behaviour is inappropriate and to stop immediately.

The Sexual Harassment Contact Officer's role is to provide support in an unbiased capacity and advice on how to proceed. The Officer will determine if the complaint is reasonable and will inform the accused of the complaint, inform the individuals of their rights and responsibilities and act as mediator to resolve the complaint informally or formally if necessary.

The Sexual Harassment Contact Officer shall ensure there is no reoccurrence of such issues through follow up discussions and shall advise management if further action is required.

Disciplinary measures shall be decided and implemented by the General Manager.

If a complaint is raised against a member of management, an independent psychological counsellor will be contracted to resolve the situation.

DISCIPLINARY ACTION

Indianic Group will instigate disciplinary action against any person(s) employed (either permanent or contract employees) who are found to be in breach of the policy. Disciplinary actions may include suspension, dismissal and/or potential legal action.

POLICY APPROVAL AND REVIEW

The policy is reviewed annually by Indianic management.

The General Manager and Sexual Harassment Contact Officer shall review the policy periodically to ensure up to date and accurate information is provided. The review panel will provide recommendations on disciplinary actions and time taken to investigate and resolve complaints.



Michael Gray
Managing Director

***This policy is reviewed and approved by the General Manager on an annual basis.*

