

National Parks Association of Queensland Inc.
A.B.N. 60 206 792 095

Policy Statement – Sexual Harassment

1.0 Policy

National Parks Association of Queensland Inc (NPAQ) will not tolerate sexual harassment under any circumstances. Responsibility lies with everyone to ensure that sexual harassment does not occur. No employee, volunteer, member or contractor should subject any other employee, volunteer, member, contractor customer or visitor to any form of sexual harassment.

- NPAQ strongly encourages any employee, member or volunteer who feels they have been sexually harassed to take immediate action by raising the matter formally or informally with the President, the HR Committee or a member of the Executive.
- The Executive or HR Committee will determine how the matter should be dealt with in accordance with its obligations and this policy.
- Any reports of sexual harassment will be treated seriously, confidentially, promptly and with sensitivity.
- The person who is the subject of the matter must be notified under the rules of natural justice.
- The organisation will protect all those involved in the process from victimisation.
- The person raising the matter has the right to determine how to have the matter treated, to have support or representation throughout the process, and the option to discontinue the process at any stage.
- The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.
- All persons involved will be treated fairly and with respect.
- All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

2.0 Purpose

The purpose of this document is to outline NPAQ's position on sexual harassment and to document the process which is to be followed should any grievances arise.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all persons.

NPAQ is committed to providing a safe and respectful environment free from all forms of sexual harassment.

All NPAQ members, staff, contractors and volunteers are expected to treat others, and to be treated, with dignity, courtesy and respect.

By effectively implementing our *Sexual Harassment Policy*, we will attract and retain talented staff, volunteers and members, and create a positive environment for all.

3.0 Scope

This policy applies to:

- the NPAQ Executive, Councillors, members, staff, and student placements, whether full-time, part-time, casual, temporary or permanent, and to contractors, sub-contractors and volunteers.

It is relevant to:

- all interpersonal interactions and to all aspects of employment, recruitment and selection; conditions and benefits; activities; training and promotion; task allocation; hours of work; leave arrangements; workload; and transport.

The policy applies:

- wherever and whenever individuals are present as a result of their NPAQ duties, including on-site, off-site or after hours work; members meetings, AGM, and activities, events or social functions.

4.0 Definition

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against a person or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

5.0 Member, Staff, Contractor and Volunteer Rights

All NPAQ members, staff, contractors and volunteers as outlined in Section 3.0 (Scope) have the rights set out in this Policy (Section 1.0), but no less than the rights granted under federal anti-discrimination laws (see Section 7.0)

6.0 Member, Staff, Contractor and Volunteer Responsibilities

All members, staff, contractors and volunteers must:

- follow the standards of behaviour outlined in this policy;
- offer support to people who experience sexual harassment, including providing information about how to raise a matter;
- avoid gossip and respect the confidentiality of resolution procedures;
- treat everyone with dignity, courtesy and respect.

The Executive must in addition to the above:

- model appropriate standards of behaviour;
- take steps to educate and make members, staff, contractors and volunteers aware of their obligations under this Policy and the law;
- intervene quickly and appropriately when they become aware of inappropriate behaviour;
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard;
- help members, staff, contractors and volunteers to resolve matters informally;
- ensure that members, staff, contractors and volunteers who raise an issue or make a complaint are not victimised.

Members, staff, contractors or volunteers who are found to have engaged in inappropriate conduct will be counselled, warned or disciplined. Severe or repeated breaches will lead to formal discipline up to and including immediate dismissal, or termination of membership under Rule 11 (3) (d) of the Association's Rules.

7.0 Related Resources

NPAQ Sexual Harassment Notification Process
Ethics Policy
Code of Conduct

8.0 Authorised by /Date

This policy was reviewed and authorised by NPAQ Council on the 17 May 2021.