

DOB ENTERPRISES PTY LTD

DOB Sexual Harassment Policy  
IMS-528-00-POL

## Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB considers sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances. We believe all employees should be able to work in an environment free of intimidation and sexual harassment.

Under the Federal Sex Discrimination Act, sexual harassment is against the law.

It is the Company's responsibility to create an environment free from sexual harassment and it is the responsibility of all employees, contractors, visitors, volunteers and clients to support this goal. All participants should take the time to inform themselves of what is regarded as unacceptable behaviour. Managers and senior staff have a special responsibility to ensure that all persons under their supervision are treated equitably and are not subject to sexual harassment. They must also ensure that people, who make complaints, and/or witnesses, are not victimized in any way.

Any reports of sexual harassment will be treated seriously and investigated promptly, confidentially and impartially. Complaints may be lodged verbally or preferably in writing.

Disciplinary action will be taken against anyone who sexually harasses another. Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.

### What is Sexual Harassment?

Sexual harassment is any unwelcome conduct where a reasonable person would have anticipated the possibility that the other person would be offended humiliated or intimidated by the conduct.

It may be unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, and requests for sexual favours, leering or the display of offensive material.

Sexual harassment has nothing to do with mutual attractions; such friendships that are a private matter.

Sexual harassment can be a single incident; it depends on the circumstances. Obviously, some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated.

Other single incidents, such as an unwelcome invitation to go out or unwelcome compliments, may not constitute harassment if they are isolated incidents but could be termed as harassment if the behaviour continues over a period of time.

Sexual harassment may occur in or out of the office and may occur during work functions or off time.

Individuals should appropriately and clearly discourage unwelcome attention at the time that it occurs. There is no onus on the person being harassed to complain of this conduct, for many persons may find it difficult to speak up.

If you are being harassed you should contact the Director and request an investigation. If your complaint involves the Director, your complaint should be raised with Fair Work Ombudsman or the Australian Human Rights Commission.

If you know someone in the workplace is experiencing sexual harassment, you can report it with their consent. Should you not be satisfied with the results of the internal investigation, you can invoke the Grievance Procedure.



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