



John Paul II Institute

for Marriage and Family, Melbourne

Sexual Harassment Policy

Sexual harassment is the making an unwelcome sexual advance or an unwelcome request for sexual favours; or the engaging in other unwelcome conduct of a sexual nature in circumstances in which a reasonable person (having regard to all the circumstances), would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

The John Paul II Institute for Marriage and Family Melbourne (Institute) is committed to providing an environment in which staff and students can work and study free from sexual harassment.

Sexual harassment is unlawful and against both Institute policy and the moral teachings of the Catholic Church.

Students who believe that they are the victims of sexual harassment should report the matter to either the Dean or the Director of the Institute whose duty it is to handle the complaint. If the Dean is the subject of the complaint, the matter should be reported to the Director. If the Director is the subject of the complaint, the matter should be reported to the President.

Staff members who believe that they are the victims of sexual harassment should report the matter to either the Dean or the Director of the Institute whose duty it is to handle the complaint in accordance with the employer's workplace policies.

All parties concerned will be given an opportunity to tell their sides of the story, and natural justice and due process will be observed.

Legal Obligations

The Institute and other members of the Institute community (including its staff members) are required to comply with laws which prohibit sexual harassment in the jurisdiction in which it operates, including as follows:

Victorian Equal Opportunity Act (Victoria) 2010.
Sex Discrimination Act (Commonwealth) 1984

Scope

This policy extends to all Institute staff members and students, and any agents, visiting academics, honorary appointees, officers, or contractors engaged or appointed by the Institute

All such persons are required to comply with applicable laws and with this Policy.

Breaches of this Policy may result in disciplinary action or other appropriate penalties or sanctions. This policy also applies in the context of members of the public, particularly those seeking to enroll or applying for employment with the Institute.

Complaints Procedures

The Institute has grievance management policies for staff and students.

Complaints of sexual harassment by:

- staff members should be dealt with in accordance with the employer's workplace policies as they apply to staff members; and
- students should be dealt with in accordance with the Grievance Management Policy that applies to students.

The procedures outlined in the Grievance Management Policy do not in any way diminish the rights of a complainant to seek access to an external authority, established under relevant legislation.

Amended by the Council 20 August 2013