



## Sexual Harassment Policy

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<b>Category</b>	Governance
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### 1. Purpose

OneGlobe is committed to providing a safe, respectful, and inclusive environment for staff, students, and stakeholders. This policy sets out OneGlobe's zero-tolerance stance on sexual harassment, and the procedures for reporting, investigating, and resolving complaints. It ensures compliance with the **Higher Education Standards Framework (Threshold Standards) 2021**, the **ESOS Act 2000**, the **National Code 2018**, and other applicable legislation.

### 2. Scope

This policy applies to all:

- Staff, students, contractors, volunteers, associates, and visitors engaged in OneGlobe activities.
- Activities conducted on campus, online, or at external events representing OneGlobe.

### 3. Definitions

- **Sexual Harassment:** Any unwelcome sexual advance, request for sexual favours, or other sexual conduct (verbal, written, physical, or online) that could reasonably cause offence, humiliation, or intimidation.
- **Victimisation:** Detrimental treatment of a person because they made a complaint or supported another person's complaint.
- **Sexting:** Distribution of sexually explicit images or content without consent.
- **Anonymous Reporting:** A complaint submitted without disclosing the complainant's identity.
- **WHS Risk:** Sexual harassment is recognised as a workplace health and safety risk under Australian WHS laws.

### 4. Policy Statements

- **Zero Tolerance:** Sexual harassment is unlawful and will not be tolerated under any circumstances.
- **Prevention & Training:** Annual training for all staff; induction and orientation sessions for students, including international students.
- **Confidentiality:** Complaints are handled sensitively; all parties are entitled to privacy and support.
- **Natural Justice:** Both complainant and respondent have the right to be heard and treated fairly.
- **Governance Oversight:** Annual de-identified reporting of complaints and resolutions to the Board and Finance, Audit & Risk Committee.

## 5. Examples of Sexual Harassment

- Unwelcome sexual advances or requests for sexual favours.
- Inappropriate comments about gender, appearance, or sexuality.
- Display of sexually explicit materials.
- Offensive jokes, innuendo, or leering.
- Physical contact, assault, or stalking.
- Sexting or sharing intimate images without consent.

## 6. Responsibilities

- **Board of Directors:** Oversight of policy and accountability.
- **PEO:** Final authority on investigations; appoints independent investigators if required.
- **Registrar:** Oversees complaint management, ensures compliance with ESOS and TEQSA obligations.
- **Student Support Officer (SSO):** First point of contact; manages confidential reporting and referrals.
- **All Staff & Students:** Must comply with the policy and complete required training.

## 7. Reporting & Complaints

### Internal Complaint Process

- **Initial Step:** Complainant may, if safe, inform the harasser that behaviour is unwelcome.
- **Report:** Complaints can be made to the SSO, Registrar, or PEO in writing, verbally, or via the **anonymous reporting form** (LMS/website).

- **Acknowledgement:** All complaints acknowledged within **5 working days**.
- **Resolution Options:**
  - *Informal Resolution:* Mediation or facilitated discussion.
  - *Formal Investigation:* Independent investigator interviews parties and recommends actions.
- **Timeframes:** Investigations completed within **30 working days** where possible.

### External Complaint Options

Students and staff may also contact:

- **Australian Human Rights Commission (AHRC)** – 1300 656 419
- **NSW Anti-Discrimination Board** – 1800 670 812

## 8. Disciplinary Outcomes

Breaches may result in:

- Counselling, apology, or written warning.
- Reassignment, suspension, or dismissal (staff).
- Suspension or exclusion (students).
- Referral to police for criminal conduct.
- False or malicious complaints may also attract disciplinary action.

## 9. Support Services

- **Counselling and wellbeing services** (on campus or referral to external providers).
- **Visa and welfare advice for international students** consistent with the ESOS Act and National Code.
- **Advocacy services** available through Student Support.

## 10. Records Management

All complaints, investigations, and resolutions will be recorded securely in accordance with the **Records Management Policy**, privacy legislation, and retention schedules.

## 11. Related Documents

- Student Code of Conduct
- HR Manual
- Equity & Diversity Policy

- Student Grievance & Appeals Policy
- Records Management Policy

## 12. Related Legislation

- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Fair Work Act 2009
- Privacy Act 1988
- Work Health & Safety Act 2011
- ESOS Act 2000 & National Code 2018
- TEQSA Act 2011 & HESF (Threshold Standards) 2021
- NSW Anti-Discrimination Act 1977

## 13. Review

This policy will be reviewed every **three years** or sooner if required by legislative, regulatory, or institutional changes.

## 14. Version Control

Version	Summary of changes	Approval Date	Review Date
1.0	Document Established	Board of Directors: 29/04/2024	Jun 2027