

Sexual Harassment Policy and Procedures

The University has recently undertaken a comprehensive review of its sexual harassment policy and procedures in response to ongoing developments in equal opportunity case law and to ensure compliance with best practice in the prevention of sexual harassment and the resolution of complaints.

The revised policy and procedures are now contained in the 'Statement of Policy and Procedures for Dealing with Cases of Alleged Sexual Harassment' which was adopted as a Standing Resolution of the Council on 4th September, 2000.

Statement of Policy and Procedures for Dealing with Cases of Alleged Sexual Harassment

This document:

- states the University's commitment to providing an environment within the University that is free from sexual harassment and its obligation to educate and inform its staff members and students about sexual harassment;
- sets out what constitutes sexual harassment;
- explains the responsibilities of managers and supervisors;
- provides details of the three stages of the internal process that deals with sexual harassment matters.

Three Stages of the Sexual Harassment Procedure

These include:

Stage 1: Advising;
Stage 2: Conciliation; and
Stage 3: Investigation and Determination.

The Statement of Sexual Harassment Policy and Procedures defines and describes each of the three stages.

Stage 1 – Advising

This part of the Statement describes:

- the role of the Sexual Harassment Advisers;
- the role of the Senior Sexual Harassment Adviser;
- the strategies that can assist in the resolution of a sexual harassment matter;
- the circumstances that may lead to Stage 2.

Stage 2 – Conciliation

This section of the Statement describes:

- the role of Conciliators;
- the aim of conciliation;
- the nature of the conciliation process itself;
- the different strategies that may be employed by a conciliator to resolve the matter;
- the form of any negotiated agreement;
- the circumstances that may lead to Stage 3.

Stage 3 – Investigation and Determination

This section of the Statement describes:

- rights of the complainant and the respondent to seek a Stage 3 – Investigation and Determination process;
- the role of the Vice-Chancellor in setting up a panel to investigate a sexual harassment matter;
- the role of the Sexual Harassment Adviser in the Stage 3 process;
- the role/powers of the Investigation Panel;
- the situations that may give rise to disciplinary action;
- the reason why a Stage 3 Investigation may not proceed.

As an employer and a provider of education services, the University of Melbourne is committed to providing its staff and students with a work and learning environment that is free from sexual harassment.

All staff and students of the University are expected to comply with the Sexual Harassment Policy and Procedures and the accompanying guidelines.

Further Information

A series of booklets and guidelines relating to the Sexual Harassment Policy and Procedures has been produced by the Equal Opportunity Unit. The series provides clear and practical information for those who need to know about particular aspects of the policy and procedures.

The following information is available:

- 1 Standing Resolution of the Council: Statement of Policy and Procedures for Dealing with Cases of Alleged Sexual Harassment
- 2 The University of Melbourne Sexual Harassment Policy: Definitions and Scope
- 3 'I think I've been sexually harassed...'
- 4 'Someone says I sexually harassed them...'
- 5 Sexual Harassment Guidelines for Supervisors, Managers and Heads of Departments
- 6 Guidelines for Sexual Harassment Advisers
- 7 Guidelines for Sexual Harassment Conciliators
- 8 Guidelines for Sexual Harassment Investigation Panel Members

The series of publications can be viewed and ordered through the Equal Opportunity Unit website at: <http://www.hr.unimelb.edu.au/e/>

Copies can also be obtained by contacting the Equal Opportunity Unit on:

Tel: 03 8344 4438

Fax: 03 8344 4694

Email: eo@hr.unimelb.edu.au

