

INDECENT EXPOSURE
HUMILIATION
STARING OR LEERING

SEXUAL COMMENTS
OR JOKES

**SEXUAL
HARASSMENT
IS NOT OK.**

INTIMIDATION

UNWELCOME TOUCHING
EXPLICIT MESSAGES,
PICTURES AND POSTERS
UNWELCOME REQUEST FOR SEX

INAPPROPRIATE ADVANCES ON SOCIAL NETWORK SITE
INTRUSIVE PERSONAL QUESTIONS

A guide for employees on workplace sexual harassment

What is sexual harassment?

Sexual harassment is any unwelcome conduct of a sexual nature. Such behaviour would make a reasonable person feel offended, humiliated or intimidated.

Sexual harassment is unlawful under the *Anti-Discrimination Act 1991* (Qld) and *Sex Discrimination Act 1984* (Cth).

Sexual harassment may include:

- sexually suggestive comments or jokes
- intrusive questions about your private life or physical appearance
- inappropriate staring or leering
- unwelcome hugging, kissing, cornering, or other types of inappropriate physical contact
- sexually explicit text messages, images, phone calls or emails.

Where does workplace sexual harassment take place?

The *Sex Discrimination Act 1984* (Cth) also covers 'work-related' sexual harassment.

This can take place:

- at the location of someone working remotely, who is harassed by email, on a social networking site, or by phone
- on work-related trips

- at work-related social events
- in classroom or training facilities, or in the workplaces of interns, trainees and apprentices
- in educational institutions and inter-school activities
- in shops, restaurants, or anywhere that goods and services are provided.

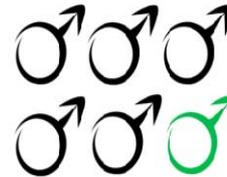
How common is sexual harassment in the workplace?

1 in 4 women (25%) are sexually harassed in the workplace



Working without fear: The results of the Sexual Harassment National Telephone Survey 2012

1 in 6 men (16%) are sexually harassed in the workplace



Working without fear: The results of the Sexual Harassment National Telephone Survey 2012

What can I do about sexual harassment in the workplace?

- Raise the issue directly with the harasser and tell them their behaviour is unwelcome.
- Talk to a colleague and seek their support.
- Make a complaint to your manager/employer through the complaints process.
- Email your complaint to staffcomplaints@health.qld.gov.au or telephone the staff complaints hotline on 1800 195 240 to have your complaint assessed by an independent team external to your workplace.
- Contact the Anti-Discrimination Commission Queensland for information or to make a complaint.

Why take action?

Evidence shows that reporting is an effective way to make the sexual harassment stop.

45% of workplace sexual harassment stops after a complaint or report is made.

I'm worried about what will happen if I make a complaint...

According to the *HR Policy E12: Employee Complaints*, any employee who victimises or retaliates against an employee who has made a complaint, will be subject to management or disciplinary action.

Appropriate action will also be taken against any employee found to have knowingly made a false or vexatious complaint.

How can I take action as a bystander?

People who see or hear about sexual harassment in the workplace are called *bystanders*.

Active bystanders play a role in reducing the harm of sexual harassment and ensuring there is no tolerance for sexual harassment in their workplace.

Bystanders can assist a person experiencing harassment, by:

- listening and providing support
- helping them find information on what action to take.

Bystanders can also:

- talk to the manager/supervisor about displaying the workplace sexual harassment policy and posters prominently at work
- organise sexual harassment training for your workplace
- report sexual harassment behaviour (if they have the person experiencing the harassment's permission) to the manager.

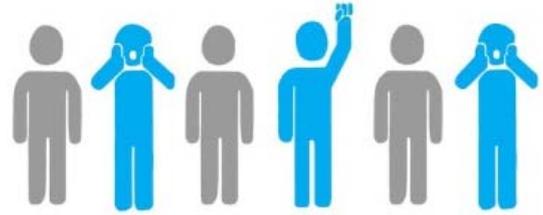
What bystander action is possible will differ in different workplace contexts, so it may be necessary to adapt what action you take to the context of your workplace.

Case study: the female complainant said she has been employed with the respondent's company for more than 20 years. She claimed her manager sent her sexually explicit emails which she found offensive. The respondent said the emails were sent as a joke and the particular images the complainant referred to in her complaint were taken out of context. The complaint was resolved with an agreement that the company would pay compensation to the complainant

Case study: a man alleged that he was sexually harassed by a female co-worker who sent him sexually explicit text messages and pornographic emails. The man claimed that after he made a complaint about his co-worker's conduct, other staff members isolated him in the workplace and his employment was terminated.

The complaint was resolved with an agreement that the employer would provide the man with a written letter of apology, a statement of service, and to pay him financial compensation.

1 in 2 workers (51%) who
witnessed sexual harassment took action



Working without fear: The results of the Sexual Harassment National Telephone Survey 2012

Department of Health human resources policies

- *HR Policy E5: Workplace harassment and sexual harassment*
- *HR Policy E12: Employee Complaints*
- *HR Policy E9: Requirements for reporting corrupt conduct*
- *HR Policy I5: Public interest disclosure*

These policies are available at:

<http://www.health.qld.gov.au/ghpolicy/html/index-a.asp>

More information

For more information, please speak directly with:

- Your manager or local Human Resources team
Managers and HR can provide information and options on how to manage the situation and an opportunity to discuss the issue with a third party.
Conduct Advisory Services. CAS can:
 - receive and assess complaints of suspected corrupt conduct
 - assess complaints for, and manage, public interest disclosures
 - refer suspected corrupt conduct to the Crime and Corruption Commission
 - monitor and provide advice for matters referred back to divisions or commercial business units to deal with.

P: 1800 195 240

E: staffcomplaints@health.qld.gov.au

W: www.health.qld.gov.au/supportive-workplace

Anti-Discrimination Commission Queensland

P: 1300 130 670

W: www.adcq.qld.gov.au

Australian Human Rights Commission

P: 1300 656 419

E: infoservice@humanrights.gov.au

W: www.humanrights.gov.au

Employee Assistance Program

The Queensland Health's Employee Assistance Program provides a free, confidential counselling service for all employees. This service is available 24 hours a day, seven days a week.

P: 1800 604 640

W: <https://www.livewell.optum.com/member/showSpotlight.asp?id=969&lang=15>