

ANTI-SEXUAL HARASSMENT POLICY

Insert Your Company is committed to providing and maintaining a healthy and safe workplace free from any form of sexual harassment, in which people are treated with dignity, decency and respect. Accordingly, no form of sexual harassment will be tolerated at a **Insert Your Company** workplace and disciplinary action will be taken against any person who engages in any form of sexual harassment.

Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines only and are not exclusive when determining whether there has been a violation of this policy.

Sexual harassment includes but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Unwelcome sexual comments, gestures, or physical contact.
- Unwelcome sexual remarks, jokes, or innuendoes.
- Unwelcome sexual touching or groping.
- Unwelcome sexual displays, such as pornography or sexually explicit images.
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
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- Unwelcome sexual touching or groping.
- Unwelcome sexual displays, such as pornography or sexually explicit images.



SAMPLE

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A person who believes that they have been subjected to sexual harassment should report the incident to management of **Insert Your Company** and reports of sexual harassment will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent that it is practicable and appropriate under the circumstances.

Insert Your Company will take disciplinary action if it is determined that the accused party has breached this anti-sexual harassment policy. Conversely, if it is found that the accusation is malicious, vexatious or frivolous in nature, the complainant may be subject to disciplinary procedures.

If any person directly involved in a sexual harassment investigation is dissatisfied with the way a complaint has been dealt with by **Insert Your Company**, the person can seek further advice from an outside agency, such as the **Human Rights Commission**, **Equal Opportunity Commission or the Anti-Discrimination Board**, or its equivalent in your State or Territory.

Any courteous, polite, mutually respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to both parties are not considered to be sexual harassment.

This anti-sexual harassment policy is not limited to the workplace or work hours and shall extend to all work functions and places that are work-related.

Manager

Reviewed **Insert Date**