

# ASSOCIATION OF INDEPENDENT CO-EDUCATIONAL SCHOOLS NSW (AICES)

## HARASSMENT POLICY

*In our endeavour to provide an environment of caring and safety, where learning, personal growth and development of a positive self image are maximised, any form of harassment is not tolerated within the AICES organisation.*

### Harassment Policy

AICES endeavours to provide a safe and caring environment for all members of the AICES community.

Harassment interferes with an environment of this kind. Because of this, any form of harassment is unacceptable and will not be tolerated by AICES.

Every member of the AICES community is required to support this policy.

### Harassment

Harassment is any type of conduct or action that is not asked for and not wanted, and that might reasonably be expected to cause:

- offence, or
- humiliation, or
- intimidation.

Harassment is **unlawful** if it is based on race, colour, nationality, ethnic or ethno-religious background, sex, marital status, pregnancy, disability, age, homosexuality or transsexuality.

Harassment can include bullying or hurting others, or putting them under stress. It can be deliberate or unintentional. Sometimes, even one unwelcome action can be harassment.

Harassment can take many forms:

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| <b>Physical:</b>      | Fighting, pushing, shoving, gestures, invasion, of personal space, touching or brushing against another.   |
| <b>Verbal:</b>        | Name calling, offensive language, unwelcome comments, intrusive questions about someone's private life, unwanted invitations, "nuisance" telephone calls, spreading malicious rumours. |
| <b>Visual:</b>        | Offensive notes, pictures, e-mails or graffiti.  |
| <b>Victimisation:</b> | Stand-over tactics, extortion, damage to others' possessions, threats to "get" people, repeated exclusion.   |

## **What to Do if You Experience or Observe Harassment**

First, be aware that you do not have to 'put up with' harassment. You have the right to say 'no' – to tell a person harassing you that you find their conduct unacceptable.

As well, every member of the AICES community should report harassment, which she or he experiences or observes.

Students who need to report any harassment should speak to a member of the AICES Executive.

AICES will treat reports of harassment seriously, promptly and discreetly. Care will be taken to protect people's privacy and the only people who will be made aware of a complaint are those whose involvement is necessary to resolve it.

### **AICES Action**

A member of the AICES Executive, who is informed of any alleged harassment, should report the incident to the AICES Executive Officer who will then investigate and document the incident.

If harassment is found to have occurred, appropriate action will be taken to notify and convene the committee (see below)

- endeavour to protect the victim from further harassment,
- advise the offender that such behaviour is unacceptable,
- counsel the offender and help her or him to understand the implications of her or his actions,
- advise the offender of the likely consequences if harassment continues, and
- in appropriate cases, discipline the offender, and
- in appropriate cases, put in place necessary counselling for the offender and/or victim.

For students, disciplinary action may result in suspension or exclusion from AICES activities including inter-school sport. For staff, disciplinary action may lead to termination of their employment. For AICES members, their membership may be reconsidered.

No one should be victimised as a result of reporting harassment or acting as a witness in a harassment complaint.

If anyone lies about a complaint of harassment, AICES will view this as a very serious matter.

*Committee...*

*Executive Officer, Convenor of Association involved, AICES Chairman & another Principal. If any of the above are involved in the dispute then the Chairman or the EO will appoint a suitable replacement.*