



Diocese of Broken Bay

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ANTI-HARASSMENT POLICY  
FOR  
DIOCESAN SYSTEMIC SCHOOLS

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Diocese of Broken Bay  
May 2005



## **PURPOSE**

The Catholic Schools Office of the Diocese of Broken Bay is committed to the development of our schools and the Catholic Schools Office as workplaces fostering the dignity of human persons. We are therefore committed to uphold the law on harassment. We are committed to ensuring that procedures are in place to address all forms of harassment.

Harassment within the Diocesan School System will not be tolerated under any circumstances. Appropriate action will be taken against any person who breaches this policy.

This policy statement sets out to safeguard the rights of all those involved in our Catholic Systemic Schools and the Catholic Schools Office.

## **POLICY FRAMEWORK**

This policy serves to proclaim the intrinsic dignity of all people, and to promote behaviours reflective of the recognition of that dignity in our schools and the Catholic Schools Office.

The Catholic Schools Office and the Broken Bay system of schools are committed to the development of their workplaces as faith and educational communities which:

- take as their foundation the person and gospel of Jesus Christ
- educate and form students in Catholic Discipleship
- integrate faith with life and contemporary culture
- foster the dignity and development of each person

In the light of this commitment we strive to work together to create a culture and environment characterised by safety, trust, mutual respect and life enriching relationships.

In keeping with our vision and mission, when harassment does occur, either through thoughtlessness or intentionally, we will endeavour to initiate effective procedures based on the principles of natural justice to provide a satisfactory resolution for the complainant. This process will strive to recognise individual rights and enable all parties to keep their sense of self-worth.



## **POLICY CONTENT**

### *What is Harassment?*

Harassment is any behaviour, which is not asked for and not wanted and that happens because of a person's sex, race, age, marital status, pregnancy, disability or sexuality. Harassment may be explicitly directed at an individual or group or occur through the creation of a hostile environment. Harassment offends, upsets, humiliates or intimidates another person. It makes the workplace uncomfortable and unpleasant.

Harassment is not always intended - acts or behaviour, which some see as amusing or trivial may hurt or offend another. To prove harassment, the complainant does not need to demonstrate disadvantage. It is sufficient to have felt offended, humiliated or intimidated by the behaviour and for it to be reasonable to have felt that way. Harassment can often occur when power is used wrongly.

Harassment can have a serious adverse impact on the work satisfaction and performance of staff and students.

### *Types of Harassment*

Harassment in the workplace can take many forms. It can be overt or subtle, direct or indirect for example, where a hostile feeling/environment is created without any direct attacks being made on a person.

Harassment can include:

- unnecessary familiarity such as deliberately brushing against, patting, touching or grabbing a person;
- crude, threatening or unwelcome telephone calls, requests, notes, drawings, faxes, or e-mails;
- derogatory comments or speculation about a person's personal life;
- sexist or racist jokes, or jokes which make fun of a person's age or disability;
- suggestive comments about a person's body or appearance;
- personally offensive, abusive or insulting verbal comments;
- the malicious spreading of rumours;
- a pattern of deliberately ignoring or excluding a person, for example, on the basis of race;



- sexually or racially explicit or offensive material that is displayed in a public place or put in a work area.

[These examples are not exhaustive]

### *Responsibilities*

In an endeavour to address harassment all schools within the Diocesan School System are required to:

- implement this Harassment Policy;
- ensure that appropriate programs and procedures are developed, implemented and promoted in the school community;
- adopt CSO guidelines for educating against and managing harassment;
- access training and awareness raising professional development provisions to ensure that all members of the community are aware of their rights and responsibilities particularly new staff, parents and students;
- encourage the development of a harassment free environment among students, staff, parents and the wider community;
- ensure all staff in managerial or supervisory roles explicitly promote this policy;
- comply with the procedures for managing incidents of harassment as documented in the related policies and procedures.

All members of the school community have the responsibility to conduct themselves in a manner that does not condone any form of harassment by another person. Principals have a responsibility to ensure that all staff members have a copy of or easy access to the Harassment Policy and related documentation.

Principals, Consultants and executive staff of the Catholic Schools Office are to respond to any report of harassment promptly and in a manner consistent with the processes outlined in the related support documentation.

Procedures to assist in upholding this Policy are contained in "*Procedures for Countering Harassment*".



## RELATED LEGISLATION, POLICIES AND PROCEDURES

*Procedures for Countering Harassment*  
*Anti-Bullying Policy*  
*Pastoral Care Policy*  
*Occupational Health and Safety Policy*  
*Creating Safe and Supportive School Environments – Child Protection Policy for Diocesan Systemic Schools*  
*Sex Discrimination Act 1984 (Cth)*  
*Racial Discrimination Act 1975 (Cth)*  
*Disability Discrimination Act 1992 (Cth)*  
*Anti-Discrimination Act 1977 (NSW)*

## CONTACT PERSON

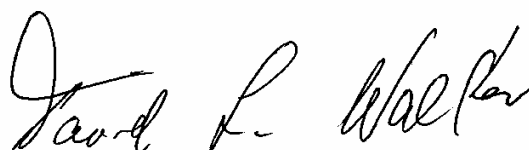
The Diocesan School System staff member who has been given responsibility by the Board for the implementation of the policy and policy objectives is the Employment Relations Officer.

## POLICY REVIEW

The policy will be reviewed within twelve months of its date of adoption.

## POLICY DATES

Date of completion of formulation and adoption	November 2002
Date of effective implementation	March 2003
Date of first review	November 2003
Date of next review	November 2007



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Bishop David L. Walker  
Bishop of Broken Bay

