

Sexual Harassment Policy 2022

Introduction

1. Indigo U3A recognises it is the right of every member and volunteer to attend classes, activities or functions, and/or to perform their duties within an Indigo U3A environment without being subjected to any form of sexual harassment.

Purpose

2. The purpose of this document is to set down Indigo U3A's policy on sexual harassment and the process that will be followed should any complaint of sexual harassment be received.

Policy

3. Sexual harassment can be experienced by both men and women. *Sexual harassment* refers to any unwelcome sexual advance or request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Lack of intent is no defence in sexual harassment cases. Examples of sexual harassment include, but are not limited to:
 - intrusive enquiries into a person's private life
 - reference to their physical appearance or sexuality
 - unwanted brushing against another person's body, body touching or physically molesting a person
 - standing too close
 - obscene, suggestive or offensive communications, including electronic mail
 - pornographic or offensive posters, handouts or screensavers
 - sexual jokes or anecdotes
 - leering or staring
 - unwanted sexual compliments or excessive flirting.
4. Indigo U3A will not tolerate sexual harassment. Responsibility lies with every member and volunteer to ensure that sexual harassment does not occur.
5. No member or volunteer will be treated unfairly as a result of lodging a complaint. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any member or volunteer who has been alleged to be a harasser.
6. All members and volunteers have the right to seek assistance from the Victorian Equal Opportunity and Human Rights Commission in the resolution of a sexual harassment incident.
7. The principles set out in this policy are intended to apply to any U3A-related context, including classes, activities, social functions, and meetings.
8. A breach of this policy will result in disciplinary action.

9. Some forms of sexual harassment (e.g. sexual assault, stalking and indecent exposure) may constitute criminal conduct. While Indigo U3A is committed to handling most sexual harassment complaints at the local level, more extreme forms of harassment are not suited to internal resolution and should be handled by the criminal justice system.

Procedures

10. Indigo U3A strongly encourages any member, volunteer or employee who feels sexually harassed to take immediate action. Where circumstances permit, the aggrieved person should make it clear that such alleged behaviour is unwelcome and offensive. Alternatively, or in addition, they may follow the procedures for reporting the alleged behaviour.
11. A complaint of alleged sexual harassment may be made to any member of Indigo U3A's Committee of Management. The Committee Member will inform the President immediately.
12. We will handle a complaint of alleged sexual harassment promptly, seriously and sensitively. There will be no presumption of guilt and no finding will be made until an investigation has been completed.
13. Possible disciplinary actions may include but are not limited to:
- formal apology and undertaking that the behaviour will cease
 - official warnings
 - cancellation of membership.
14. Where there is insufficient evidence to determine whether or not the harassment occurred, the Committee of Management will remind those involved of expected standards of conduct and monitor the situation.
15. Any questions about this Sexual Harassment Policy should be referred to the Secretary.

Responsibilities

16. Indigo U3A's Committee of Management is responsible for:
- developing, adopting and implementing this policy
 - ensuring that all members and volunteers are aware of this policy and of their obligations in relation to contributing to a U3A environment that discourages harassment and victimisation and set an example by their own behaviour
 - treating all complaints seriously and confidentially
 - taking immediate and appropriate corrective action if they become aware of any offensive action
 - investigating complaints about alleged sexual harassment
 - monitoring and revising this policy as and when the need arises.
17. A Committee Member who receives a complaint of alleged sexual harassment is responsible for referring the matter to the President immediately.
18. The Secretary is responsible for receiving enquiries about this policy.

Authorisation

19. This Policy was approved by the Committee of Management of Indigo U3A Inc. on 8 September 2022.