

Tool 5

Anti-harassment policy

Anti-harassment policy with commitment to providing a work environment that is free from workplace harassment and sexual harassment, and that promotes mutual respect, self-esteem and dignity, will be supportive to PSEA policy.

Considerations

- **Introduction** – purpose (e.g. to define what constitutes and what does not constitute workplace harassment and to provide direction for reporting and investigating workplace harassment).
- **Definitions** – (e.g. Abuse of power occurs when an individual abuses or misuses their power and discretion for personal benefit, or for the benefit of another person. Include definition of bullying and harassment, including sexual harassment).
- **Key principles and rules of conduct** – zero tolerance to harassment and sexual harassment; rules of conduct (state the harassment clauses from the staff Code of Conduct), principles of fair investigation (e.g. confidentiality, health and welfare, safety, legality, and independence), survivor-centered approach (see principles of a survivor-centered approach included in Section 13), whistleblower protection (non-retaliation policy and signposting to organizations for support).
- **Our commitments** – consider including a statement like: The Society is committed to providing a work environment that is free from workplace harassment and sexual harassment, and that promotes mutual respect, self-esteem and dignity.
- **Roles and responsibilities** – for all staff, leadership, HR and PSEA(H) focal point/s, in particular.