



TROPICAL FRUITS INC.

Sexual Harassment Policy

This organisation is committed to ensuring that:

- the working environment is free from sexual harassment
- sexual harassment will not be tolerated under any circumstances
- disciplinary action will be taken against any employee, contractor (or agent) who breaches the policy
- it fulfils its duty to inform all people associated with it that sexual harassment is against the law
- it fully supports all federal, state or territory anti-discrimination laws
- legal action may be taken where sexual harassment could be exposing the organisation to liability

This organisation aims to:

- create a working environment which is free from sexual harassment and where all members of staff are treated with dignity, courtesy and respect
- implement training and awareness raising strategies to ensure that all employees know their rights and responsibilities
- provide an effective procedure for complaints, based on the principles of natural justice
- treat all complaints in a sensitive, fair, timely and confidential manner
- guarantee protection from any victimisation or reprisals
- encourage the reporting of behaviour which breaches the sexual harassment policy
- promote appropriate standards of conduct at all times

This organisation defines sexual harassment as follows:

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working environment.

In keeping with the Australian Human Rights Commission behaviours which constitute sexual harassment include:

- uninvited touching
- uninvited kisses or embraces
- smutty jokes or comments
- making promises or threats in return for sexual favours
- displays of sexually graphic material which are designed to offend and individual
- repeated invitations to go out after prior refusal
- "flashing" or sexual gestures
- sex-based insults
- taunts, teasing or name-calling
- staring or leering at a person or at parts of their body
- unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against them
- touching or fiddling with a person's clothing
- requests for sex
- sexually explicit conversation
- persistent questions or insinuations about a person's private life
- offensive phone calls or letters
- stalking
- and offensive e-mail, SMS or other electronic messages
- unacceptable behaviour in any work-related context, including conferences, work functions, and includes interactions with clients and customers

This organisation defines that sexual harassment is NOT:

- a behaviour which is based on mutual attraction, friendship and respect
- interaction that is consensual, welcome and reciprocated

This organisation draws to your attention the consequences of non compliance with its Sexual Harassment Policy, depending on the severity of the case, may include:

- a private or public apology
- counselling
- attendance at a grievance hearing
- attendance at mediation at the direction of the organisation
- other forms of disciplinary action for example, immediate disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment

This organisation reminds its managers, supervisors, staff, contractors, consultants and associates that they have a responsibility to:

- monitor the working environment to ensure that acceptable standards of conduct are observed at all times
- model appropriate behaviour themselves
- promote the organisation's sexual harassment policy within their work area
- treat all complaints seriously and take immediate action to investigate and resolve the matter
- refer a complaint to an appropriate officer of the organisation if they do not feel that they are the best person to deal with the case (for example, if there is a conflict of interest or if the complaint is particularly complex or serious)
- comply with the organisation's sexual harassment policy
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves)
- maintain complete confidentiality if they provide information during the investigation of a complaint

Approved: _____

Position: _____

Date: _____

First revision:

Approved: _____

Position: _____

Date: _____

Second revision:

Approved: _____

Position: _____

Date: _____