

GUIDELINE: WHAT IS SEXUAL HARASSMENT?

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

Sexual harassment is a breach of U3A Croydon's Code of Conduct policy and any complaints of sexual harassment will be responded to in accordance with U3A Croydon's Conflict Resolution policy.

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, 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.

Some forms of sexual harassment (e.g. sexual assault, stalking and indecent exposure) may constitute criminal conduct and should be handled by the criminal justice system. It is not the duty of U3A Croydon to report such matters to the police on behalf of the complainant.

What you should do if you feel you have been subjected to sexual harassment:

- Notify the Secretary, who will forward your complaint to the President for further action.

What happens after you have lodged a complaint of sexual harassment?:

- The President will appoint someone to investigate the complaint and explain the process for resolving the issue with you.
- The person investigating your claim will discuss the matter with the person accused of harassing you, outline the complaint against them and obtain their response.
- You will be given the option of: lodging the complaint and letting a U3A Croydon officer assess the complaint, or proceeding with a negotiation process, or going immediately to a formal grievance procedure.
- You will not be treated unfairly as a result of lodging a complaint.

For more information you can review:

- U3A Croydon's Code of Conduct Policy
- U3A Croydon's Conflict Resolution Policy

You can download a copy of these policies from our website or view a copy in the office.