

# INSTANT HIRE

## Instant Hire Pty Ltd Sexual Harassment Policy

### **Aim:**

Instant Hire aims;

- To provide a workplace free of sexual harassment consistent with both State & Federal Legislation; and
- To maintain a productive work environment where employees can work without feeling in any way threatened, or discomforted by offensive, humiliating or intimidating behaviour of a sexual nature.

### **Application:**

This policy shall apply to all those who are either, employed, contracted or associated with the company, including members of the public that have a relationship with the company.

Sexual harassment not only includes behaviour that takes place in the workplace but can include conduct occurring outside the work environment) for example at a Christmas Party or any other work function.)

Any complaint of sexual harassment will be handled confidentially, fairly, and expeditiously  
Sexual harassment of a serious or continuing nature is a dismissible offence.

### **Sexual Harassment**

Sexual harassment is unwelcome, uninvited conduct that is offensive from the point of view of the recipient, regardless of any 'innocent intent' on the part of the alleged offender. Men and women can be subjected to sexual harassment by a person of the same or the opposite sex.

Sexual harassment may involve a series of incidents or a one-off occurrence and may include, but is not limited to, such actions as:

- displays of offensive or pornographic material, including posters, photographs, calendars, graffiti or cartoons;
- offensive or pornographic material downloaded from the Internet;
- offensive communications, including email messages, voicemail messages, screen savers (which may include both words and images), letters, telephone calls or faxes;
- humour such as sexist or sexual jokes or comments;
- uninvited and unnecessary physical contact or gestures, such as attempts at kissing, patting, pinching, fondling or deliberately brushing against someone;
- innuendo, including sexual insinuations and suggestive or derogatory comments;
- unwanted invitations (especially after prior refusal);
- unwelcome requests for sexual favours;
- gestures or body movements of a sexual or intimidating nature; and
- intrusive questions or insinuations about a person's private life or about a person's physical appearance or sexuality