



## Sexual Harassment Fact Sheet for Supervisors

This factsheet is for supervisors and provides advice about what to do if they experience, witness or are informed of sexual harassment in the workplace.

### About Sexual Harassment Complaints

1. The University has a zero-tolerance approach to sexual harassment and expects staff to always conduct themselves in a respectful and professional manner. The University is committed to providing a safe, supportive, and inclusive learning and working environment that is free from sexual assault, sexual harassment, and violence.
2. As a supervisor within the University, you have a critical role to play. Supervisors have a personal and legal responsibility to take all reasonable steps to prevent sexual harassment from occurring in the areas they manage.

### What is 'sexual harassment'?

3. Sexual harassment refers to any unsolicited, unwelcomed, or unwanted behaviour of a sexual nature that makes a person feel humiliated, compromised, embarrassed or distressed. It occurs when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature that causes the recipient to feel offended, humiliated, or intimidated, and when this reaction is reasonable, given the circumstances.

### Examples of sexual harassment

4. Sexual harassment can manifest itself in many ways. Some examples of sexual harassment include:
  - inappropriate remarks with sexual connotations, smutty jokes, or lewd comments
  - intrusive questions or insinuations about a person's sexual activities or private life
  - suggestive remarks about a person's body or appearance
  - persistent, unwanted requests for dates or a relationship of a more personal nature
  - persistent, unwanted declarations of affection
  - subtle or explicit requests for, or offers of, sexual favours
  - the display of sexually suggestive material in inappropriate contexts
  - offensive hand or body gestures
  - uninvited physical contact such as patting, pinching, touching or putting an arm round another person
  - unnecessary close physical proximity, including persistently following a person
  - indecent exposure
  - sexual assault.
5. Sexual harassment does not refer to relationships of mutual attraction that are based on genuine choice and consent. However, in situations of unequal power and authority, there is a danger that 'consent' might be based on fear, intimidation, or perceived coercion because of the unequal status of the parties involved.

### How can you support a worker that has reported sexual harassment?

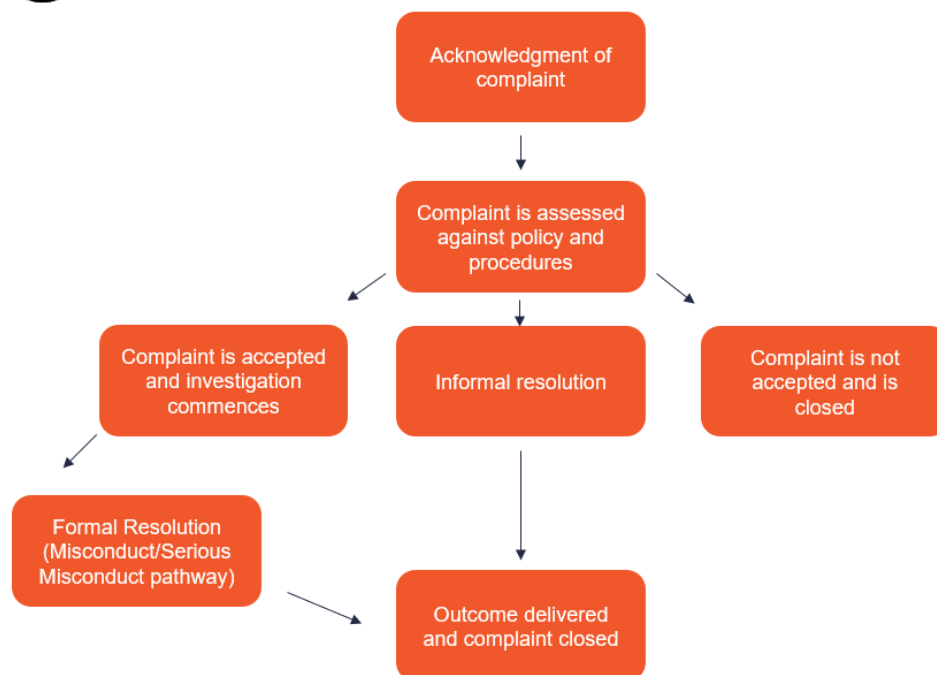
6. A supervisor is responsible for acting if they witness or are informed of incidents of sexual harassment in the workplace. A supervisor should:

- Conduct themselves to the highest of standards and consistent with the expectations outlined in the University's code of conduct, policies, and procedures.
  - Address unwanted or offensive behaviour early or seek advice if unsure
  - Act promptly and document incidents
  - Communicate the University's reporting process
  - Maintain confidentiality and manage relevant information sensitively and on a need to know basis
  - Protect all parties from victimisation
  - Provide and refer victims for support to services such as the University Employee Assistance Program.
  - Encourage staff to report incidents of sexual harassment to management or the Division of People and Culture (DPC)
  - Understand relevant legislative requirements and provide information, training, and support to others in the workplace about sexual harassment
  - **If you believe someone is in danger – contact the Police on 000.**
7. If an employee confidentially discloses information or confides in a supervisor about instances of sexual harassment, the supervisor must report the information to DPC. The safety and welfare of staff takes precedent over any express or implied requests of 'confidentiality' from the disclosing staff member.

## Complaints Process



Charles Sturt  
University



## Confidentiality

8. Any discussions with a DPC staff member are confidential and there is an expectation and requirement that what is discussed and the fact the discussion has occurred be kept confidential and not discussed or disclosed with other staff members.



9. The University and DPC have legal obligations, including a duty of care, which require us to act when informed of specific issues. Personal information will not be disclosed except where required to manage the complaint, or by law or if there is a serious threat to the health and safety to yourself or others.

## Further Information

10. Further information can be found at the following links

<i>Document</i>	<i>Link</i>
Charles Sturt University Enterprise Agreement	<a href="#">Enterprise Agreement</a>
Code of Conduct	<a href="#">Code of Conduct</a>
Complaints Management Policy	<a href="#">Complaints Management Policy</a>
Complaints Procedure – Workplace	<a href="#">Complaints Procedure - Workplace</a>
Bullying, Discrimination and Harassment Prevention Policy	<a href="#">Bullying, Discrimination and Harassment Prevention Policy</a>
Bullying, Discrimination and Harassment Prevention Procedure	<a href="#">Bullying, Discrimination and Harassment Prevention Procedure</a>

## Where can I get support?

### Internal Support

11. The University understands that discussing sexual harassment can be difficult. The University encourages all staff to reach out to the University's Employee Assistance Provider (EAP) for support by calling 1300 687 327. EAP can provide support, counselling and specialist helplines. More information about the EAP services can be found at [Employee Assistance Program](#).
12. Supervisors can access support through Manager Assist with Converge International on 1300 687 327. Manager Assist provides a confidential, coaching, and advisory service for team leaders, managers, and supervisors.
13. The University acknowledges that support may be required during the University's investigation process. Should the employee choose, a support person may accompany and provide emotional support in discussions held with the University. For more information about the role and scope please see the Support Person Information Sheet.

### External Support

<i>Business Name</i>	<i>Details</i>
1800 Respect	<a href="http://www.1800respect.org.au">www.1800respect.org.au</a>
Beyond Blue	<a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a> Ph: 1300 224 636
Lifeline	<a href="http://www.lifeline.org.au">www.lifeline.org.au</a> Ph: 13 11 14

## What if I have further questions?

14. If you have further questions or would like to speak to someone then you should reach out to the relevant Division of People and Culture (DPC) staff member who has contacted, you or sent you this fact sheet. If you are unsure of who this is, you can send an e-mail to [dpccompliance@csu.edu.au](mailto:dpccompliance@csu.edu.au) and someone from DPC will get back to you.

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