

**Hospitality Group Training Inc
POLICY AND PROCEDURE**

TITLE **Sexual Harassment Policy**

PURPOSE **All employees of Hospitality Group Training have the right to be treated with respect and dignity that should be accorded to all individuals. In keeping with the achievement of this goal, Management is committed to providing an environment, which is free from sexual harassment.**

Definition

Section 87(11) of the South Australian Equal Opportunity Act says that a person subjects another to sexual harassment if they do any of the following things in such a manner or in such circumstances that the other person feels offended, humiliated or intimidated:

- (a) they subject the other person to any unsolicited and intentional act of physical intimacy;
- (b) they demand or request (directly or by implication) sexual favours from the other person;
- (c) on more than one occasion, they make a remark pertaining to the other person, being a remark that has sexual connotations;

and it is reasonable in the circumstances that the other person should feel offended, humiliated or intimidated by that conduct.

IN SIMPLE TERMS, SEXUAL HARASSMENT IS UNWELCOME ATTENTION OF A SEXUAL NATURE.

What Can You Do If You Think You Are Being Sexually Harassed?

- Tell the harasser straight away that you do not want him/her to behave in that way.
- If this does not solve the problem or you feel unable to approach the person yourself, approach your supervisor at work or speak to the Executive Officer at Hospitality Group Training.
- You also have the right to contact the Equal Opportunity Commission to get advice and perhaps lodge a complaint. This service is FREE and totally CONFIDENTIAL. (Phone (08) 8207 1977)

By law, Hospitality Group Training must take such steps, as may be reasonably practicable, to create and maintain a work environment that is free from sexual harassment.

Hospitality Group Training will treat the complaints of sexual harassment seriously and will deal with them promptly, impartially and confidentially.

Hospitality Group Training will take all steps necessary to ensure that sexual harassment does not continue, that complaints and witnesses are not victimised in any way and that where possible, a fair and appropriate resolution to the problem is reached.

Hospitality Group Training will ensure that any allegations of sexual harassment are thoroughly investigated and the appropriate action taken.

**Wendy Ettridge
Executive Officer**