



Sexual Harassment

PURPOSE

Atlantis College of Management's (ACM) commitment to providing a safe environment for students and staff aims to provide a framework to respond to allegations and/or reports of sexual assault and sexual harassment in a just, timely, compassionate and effective manner.

Atlantis College of Management (ACM) takes a **zero-tolerance** approach to sexual assault and sexual harassment and other forms of harmful misconduct.

Atlantis College of Management (ACM) will not tolerate sexual assault or sexual harassment in any form. Sexual assault and sexual harassment are unlawful, and every member of the ACM community has a direct responsibility and accountability to ensure that sexual assault and/or sexual harassment do not occur in any form.

SCOPE

The policy and procedure applies to all Atlantis College of Management (ACM) employees, students and third parties engaged by ACM on campus or whilst carrying out functions in connection with ACM, including while on excursions, work placements, internships or during any ACM arranged internal or external social events.

DEFINITIONS

Sexual Assault	<p>When a person is forced, coerced or tricked into sexual acts against their will or without their consent.</p> <p>Sexual assault can include but, is not limited to, the following:</p> <ol style="list-style-type: none"> 1. rape e.g. being forced to have vaginal, anal or oral sex including digital penetration 2. unwanted touching e.g. pinching, patting, embracing, rubbing, groping, flicking, kissing, fondling, being touched on the breasts, bottom, legs etc 3. obscene gestures e.g. simulating masturbation in front of a person voyeurism e.g. being watched doing intimate things without permission 4. pressuring for dates or demand for sex e.g. invitations that turn into threats or not taking 'no' for an answer 5. indecent exposure e.g. someone showing private parts
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	<p>of their body or 'flashing' their genitals</p> <ol style="list-style-type: none"> 6. being forced to watch or participate in pornography e.g. taking a photo without permission, forcing someone to be on video, making someone watch a pornographic movie.
<p>Sexual Harassment</p>	<p>Any unwelcome sexual advance, request for sexual favours or conduct of a sexual nature in relation to the person harassed in circumstances where a reasonable person would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated</p> <p>Sexual harassment can take various forms and can involve conduct such as:</p> <ol style="list-style-type: none"> 1. unwelcome touching, hugging or kissing 2. staring or leering 3. suggestive comments or jokes 4. sexually explicit pictures, screen savers or posters 5. unwanted invitations to go out on dates or requests for sex 6. intrusive questions about a someone's private life or body 7. unnecessary familiarity, such as deliberately brushing up against someone 8. insults or taunts of a sexual nature 9. sexually explicit emails, SMS or social media messages 10. inappropriate advances on social networking sites 11. accessing sexually explicit internet sites

POLICY

Atlantis College of Management (ACM) encourages all targets of sexual assault or sexual harassment to access ACM's policy and procedure when reporting or seeking resolution.

Care and consideration for any individual's wellbeing and privacy is the primary focus in responding to any disclosure of sexual assault or sexual harassment and in addressing any allegation, report or complaint.

Complainants have the right to determine how a complaint will be treated. They also have the right to have a delegate or representative chosen by them involved in the process and the option to stop the process at any time.

An alleged harasser has the right to have a delegate or representative chosen by them present when he/she responds to the allegations made. No individual will be treated unfairly as a result of making a complaint of sexual assault or sexual harassment.



Any individual found to have sexually harassed another person will be subject to disciplinary action that could include an apology, counselling, termination, suspension or exclusion depending on the severity and/or persistence of the harassment.

Individual disclosures and reports of sexual assault and sexual harassment will be collected and stored confidentially, accessible to delegated staff responsible and used for continuous improvement processes only.

RESPONSIBILITIES

- a) The Chief Executive Officer (CEO) is responsible for the development and maintenance of this policy and for communicating this policy to all employees and students.
- b) All employees, students and third parties engaged by ACM on campus or whilst carrying out functions in connection with ACM are responsible for complying with this policy and procedure, behaving appropriately and promoting a culture of respect.
- c) ACM employees are responsible for treating all allegations and complaints seriously and are required to take immediate action to ensure the matter is managed in accordance with this policy and procedure.
- d) ACM employees are responsible for ensuring students have access to this policy and procedure and any student counselling or external support services required.

RELATED DOCUMENTS

- a) Australian Human Rights Commission – Fact Sheet Sex discrimination
- b) Australian Human Rights Commission – Fact Sheet Sexual orientation, gender identity and intersex status discrimination