

Date Ratified by Board of Management	November 2022
Date for Review	November 2025

1. Statement of Context and Purpose:

Oakleigh Grammar has legal obligations to prevent harassment and discrimination in the workplace and to ensure that every reasonable effort is made to provide a workplace free from this type of conduct.

To this end, Oakleigh Grammar will ensure that all employees are treated fairly and with respect, and that any harassment or discrimination is dealt with promptly and effectively. This includes providing a safe and supportive work environment, and ensuring that all employees are aware of their rights and responsibilities. Where necessary, support will be provided to employees who have been affected by harassment or discrimination, including access to counselling and other support services. Any employee who is found to have engaged in harassment or discrimination will be subject to disciplinary action, up to and including termination of employment if appropriate.

Oakleigh Grammar supports a grievance procedure whereby grievances can be lodged and investigated in a proper and timely manner. This procedure comprises:

- Raising a grievance with the relevant manager or supervisor.

employees wish to confidentially discuss the matter at any stage prior to or during the grievance procedure.

The steps in the grievance procedure to be followed by employees who feel that they have been harassed or discriminated against are as follows:

1. Where it is appropriate to do so, employees are encouraged to raise the issue or behaviours with the other person concerned and resolve the issues directly. Employees should make it clear to the person that their behaviour is unwelcome and unwanted.
2. In circumstances where;
 - a. The issue is not able to be resolved informally, either because the other person is unapproachable or they ignore the requests to try and resolve issues or stop the inappropriate behaviour; or
 - b. The complaint relates to a serious incident of harassment or discrimination;

...employees may approach their designated Grievance Officer

6. Implications for Practice

To implement this Policy and Procedure Oakleigh Grammar, the Board and or the Principal must ensure:

1. That copies of this Policy and Procedure are available to employees in numerous formats including on the internal intranet, in physical form in the staff room and on employee bulletin boards;
2. That this policy is incorporated in Oakleigh Grammar's induction program to ensure that all employees are aware of this policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
3. That periodic training and refresher sessions are administered to all employees in relation to this Policy and Procedure; and
4. That mechanisms necessary to establish the complaints and grievance process are put in place. This will involve:
 - a. Appointing one or a number of existing employees as Grievance Officers;
 - b. Training and educating all individuals involved in handling formal complaints and conducting proper investigations so as to ensure that they understand the steps that must be taken to resolve claims of harassment and discrimination; and
 - c. Generating formal complaints forms for employees to complete, listing all relevant information required to conduct an appropriate investigation.

7. Other Considerations

Not applicable