



The ACT Jewish Community is a member of the JCA family of organisations

## **BULLYING, DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT POLICY**

### **PREAMBLE**

The ACT Jewish Community Inc (**ACTJC**) believes that all people should work in an environment free from bullying, discrimination, harassment and sexual harassment.

The ACTJC understands that actions and behaviours that constitute bullying, discrimination, harassment and sexual harassment are a serious threat to the safety, health and wellbeing of our employees as well as the children and members who engage with our offerings and interact with our employees.

The ACTJC is committed to a zero-tolerance expectation with regards to incidents of bullying, discrimination, harassment and sexual harassment that fall within the scope of this policy.

This policy is supported and supplemented by the 'Bullying, Discrimination, Harassment And Sexual Harassment Grievance Procedure'.

### **SCOPE**

This policy and the 'Bullying, Discrimination, Harassment And Sexual Harassment Grievance Procedure' applies to:

- (a) ACTJC employees in relation to each other and in relation to children;
- (b) Members of the ACTJC in relation to children and ACTJC employees and contractors;
- and
- (c) Children in relation to each other.

This policy applies during normal working and school hours, at work-related or sponsored functions, at Cheder and while travelling on work-related business. This will be referred to as 'in the workplace' throughout this policy.

This policy applies only to classes of relationships where a legal duty of care to prevent harm may apply to the ACTJC in relation to employees, members and children. It does not apply to broader civil relationships such as behaviour between members of the community who do not fall within the above mentioned classes of relationships.

## **STATEMENT OF PRINCIPLES**

The ACTJC is committed to providing a healthy and safe environment for its students, employees and members. (Note: students refers to participants in educational programs).

The ACTJC has procedures in place to enable complaints of bullying, discrimination, harassment and sexual harassment to be dealt with and resolved within the ACTJC in the first instance (see 'Bullying, Discrimination, Harassment And Sexual Harassment Grievance Procedure' and 'Child Protection Policy'). This policy and other relevant policies and procedures do not limit a person's entitlement to pursue resolution of their complaint with the relevant statutory authority.

The ACTJC is committed to the elimination of all forms of bullying, discrimination, harassment and sexual harassment. There will be no adverse consequences for anyone who in good faith alleges bullying, discrimination, harassment and/or sexual harassment, and all allegations will be responded to and managed in a constructive and conciliatory manner.

The ACTJC is committed to building trust between parties involved through constructive and respectful communication where allegations of the nature referred to in the Policy are made. This may include the use of conflict resolution, conciliation or mediation services.

## **DEFINITIONS**

### ***Bullying***

Bullying is a form of harassment. Bullying is when people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing. These actions are usually done by people who have more influence or power over someone else, or who want to make someone else feel less powerful or helpless.

From a health and safety perspective, workplace bullying is defined as 'repeated, unreasonable behaviour directed towards a person or a group of people in a workplace, which creates a risk to health and safety'.

Bullying behaviour is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behaviour (see 'mobbing' below).

Frequently, bullies use a combination of behaviours. Some examples of bullying behaviours include:

### ***Verbal communication***

- Abusive and offensive language;
- Insults;
- Teasing;
- Spreading rumour and innuendo;
- Unreasonable criticism;
- Trivialising of work and achievements;

- Withholding information that is vital for effective work performance; and/or
- Denying access to information, supervision, consultation or resources to the detriment of the worker.

*Manipulating the work environment*

- Isolating people from normal work interaction;
- Excessive demands; and/or
- Setting unreasonable deadlines.

*Psychological manipulation*

- Unfairly blaming a person for mistakes;
- Setting a person up for failure;
- Deliberate exclusion (shunning);
- Excessive supervision;
- Practical jokes;
- Belittling or disregarding opinions or suggestions; and/or
- Criticising in public.

*Mobbing*

- Mobbing is a particular type of bullying behaviour carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behaviour, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behaviour.

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues, and comments that are meant to be - or are taken as - demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

***Discrimination***

Discrimination occurs when a person discriminates either directly or indirectly, or both, against someone else.

A person directly discriminates against someone else if the person treats, or proposes to treat, another person unfavourably because the other person has 1 or more protected attributes.

A person indirectly discriminates against someone else if the person imposes, or proposes to impose, a condition or requirement that has, or is likely to have, the effect of disadvantaging the other person because the other person has 1 or more protected attributes.

However, a condition or requirement does not give rise to indirect discrimination if it is reasonable in the circumstances.

Protected attributes include attributes such as disability, gender identity, pregnancy, relationship

status and sexuality. A full list of protected attributes can be found in the Discrimination Act 1991 (section 7).

### ***Harassment***

Harassment is unwanted attention, touching, comments, innuendo and taunting that is sexual or racial in nature or is aimed at otherwise humiliating, degrading or making another person feel uncomfortable. In the Australian Capital Territory, harassment of any form is illegal. The Human Rights Act 2004 and the Discrimination Act 1991 cover rights and obligations in regard to harassment.

Racial harassment and vilification or harassment on the grounds of religion is not to be tolerated under any circumstance. In the Australian Capital Territory it is an offence against the Human Rights Act 2004 to vilify, abuse or adversely treat another person due to their race and/or religion. The Discrimination Act 1991 makes it an offence to discriminate on the basis of race or religion.

### ***Sexual Harassment***

Sexual harassment is unwelcome behaviour of a sexual nature which makes a person feel uncomfortable, offended and/or intimidated and where that person's reaction can be deemed to be reasonable in the circumstances. All individuals can be targeted by sexual harassment at work, regardless of their gender identity.

Sexual harassment in the workplace is unlawful and can take various forms. Examples of sexual harassment include, but are not limited to:

- Staring or leering;
- Unnecessary familiarity, such as deliberately brushing up against you;
- Unwanted touching such as hugging, kissing or placing the hand on parts of the body;
- Suggestive comments or jokes;
- Insults or taunts of a sexual nature;
- Intrusive questions or statements about your private life;
- Displaying posters, magazines or screen savers of a sexual nature;
- Sending sexually explicit emails or text messages;
- Inappropriate advances on social networking or social media sites;
- Accessing sexually explicit internet sites;
- Requests for sex or repeated unwanted requests to go out on dates; and/or
- Behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

## **CONSEQUENCES OF BULLYING, DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT**

Offensive behaviours such as the ones explored in the 'Definitions' section of this policy are unacceptable and unwelcome within the ACTJC because they frequently represent an abuse of power and authority and carry the following potential consequences for everyone involved:

***For those being bullied, discriminated against or harassed***

People who have been subject to bullying, discrimination, harassment and/or sexual harassment may suffer from a range of stress or trauma related illness. Employees can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury. Children who are subject to bullying, discrimination, harassment and/or sexual harassment can feel unsafe and unhappy in their learning/social environment and may be at increased risk of suffering lasting psychological damage.

***For the employer***

Besides potential legal liabilities, the employer can also suffer because bullying, discrimination, harassment and sexual harassment can lead to:

- A dangerous work environment;
- Deterioration in the quality of work;
- Increased absenteeism;
- Lack of communication and teamwork; and/or
- Lack of confidence in the employer leading to lack of commitment to the job

***For others at the workplace and in our community***

People who witness bullying, discrimination, harassment and sexual harassment behaviours can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the behaviour/s, and they can become intimidated and perform less efficiently fearing that they may be the next to be targeted.

**BULLYING, DISCRIMINATION AND HARASSMENT POLICY**

The ACTJC has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people within the defined scope of this policy are not exposed to health and safety risks.

The ACTJC accepts and acts on its duty of care. Any reported allegations of workplace bullying, discrimination and harassment (non-sexual) will be promptly, thoroughly, and fairly investigated.

Bullying, discrimination and harassment (non-sexual) complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

- Setting reasonable performance goals, standards and deadlines;
- Deciding not to select a worker for promotion where a reasonable process is followed;
- Informing a worker about unsatisfactory work performance in an honest, fair and constructive way; and/or
- Taking disciplinary action, including suspension or terminating employment.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

## **SEXUAL HARASSMENT POLICY**

The ACTJC will not tolerate sexual harassment under any circumstances. The ACTJC has a legal responsibility to protect its employees and the children who engage in ACTJC services from sexual harassment.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all employees and contractors.

A breach of this policy will result in disciplinary action. For employees and contractors, disciplinary action means up to and including termination of employment. For members and children, disciplinary action refers to a range of actions up to and including discontinuation of membership with the ACTJC and a restriction from participating in or attending any services and events offered by the ACTJC.

The ACTJC strongly encourages any member, employee, contractor or child who feels they have been sexually harassed to take immediate action.

If the individual feels comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The individual should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.

However, given the seriousness of sexual harassment, we recommend that this discussion happens in consultation with someone such as the President or Vice-President of the ACTJC Board.

Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the organisation will determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment will be treated seriously and promptly, with sensitivity. Such reports will be treated as completely confidential but the person the subject of the complaint must be notified under the rules of natural justice. The organisation will take all possible reasonable steps to protect all those involved in the process from victimisation.

Complainants have the right to determine how to have a complaint treated, to have personal support or advocacy throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have personal support or advocacy during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

Given this is a policy specific to a community organisation, and is separate to formal legal complaint processes and remedies, it is not anticipated that personal support and advocacy would extend to legal representation in the first instance.

No employee, member or child will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any employee, contractor, member or child who has been alleged to be a harasser.

All employees, contractors, members and children have the right to seek the assistance of the relevant external tribunal or legislative body to assist them in the resolution of any concerns.

Employees and contractors who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

## **RESPONSIBILITIES IN ADMINISTERING THIS POLICY**

### ***Managers and supervisors***

- Ensure that all employees and contractors are aware of the following Policy and Procedure and are provided with copies upon commencement of employment with the ACT Jewish Community:
  - Bullying, Discrimination, Harassment And Sexual Harassment Policy; and
  - Bullying, Discrimination, Harassment And Sexual Harassment Grievance Procedure
- Ensure that any incident of bullying, discrimination, harassment and/or sexual harassment is responded to and dealt with regardless of whether a complaint of bullying, discrimination, harassment and/or sexual harassment has been received;
- Provide leadership and role-modelling in appropriate professional behaviour; and
- Respond promptly, sensitively and confidentially to all situations where bullying, discrimination, harassment and/or sexual harassment behaviour is observed or alleged to have occurred.

### ***Employees, contractors and members***

- Be familiar with and behave according to this Policy;
- If you are a witness to bullying, discrimination, harassment and/or sexual harassment, report incidents to your supervisor or the President as appropriate;
- Where appropriate, speak to the alleged perpetrator/s to object to the behaviour; and
- Comply with mandatory reporting obligations with regards to children (see - 'Child Protection Policy')

### ***Students (i.e. Cheder, Matan and CATZ participants)***

- Seek immediate help if bullying, discrimination, harassment and/or sexual harassment is witnessed or experienced in the classroom, playground or over the internet;

- Learn and use effective bystander responses; and
- Discuss and listen to issues of concern.

***Teachers (Cheder, Matan and CATZ participants)***

- Take time to establish a safe and caring environment;
- Demonstrate respect for all students;
- Work with students to develop agreed rules for the class, display the rules in the classroom and inform parents of these rules;
- Use teaching practices that develop positive relationships between students with diverse interests, experiences, abilities and backgrounds;
- Take complaints about bullying, discrimination, harassment and/or sexual harassment, seriously;
- Inform the Youth Education Manager or team leader about any concerns of bullying, discrimination, harassment and/or sexual harassment;
- Work proactively in a team to assist students at risk;
- Lead class discussions about bullying, discrimination, harassment and/or sexual harassment: what it is, how to get help and appropriate bystander responses; and
- Comply with mandatory reporting obligations with regards to children (see – ‘Child Protection Policy’),

***Parents***

- Support and model the values identified in this policy;
- Encourage children to speak up about bullying, discrimination, harassment and/or sexual harassment and to report any incidents involving those behaviours;
- Talk to children about the effects and consequences of bullying, discrimination, harassment and/or sexual harassment;
- Contact your child’s teacher/madrach/youth leader if you believe any child is a victim of or perpetrating bullying, discrimination, harassment and/or sexual harassment behaviours; and
- Raise bullying issues with the Youth Education Manager or ACTJC President rather than directly approaching children or other parents.

***ACTJC Board and Leadership***

- Ensure all members, children of members and ACTJC employees and contractors are aware of this policy, can locate it in an accessible location and support them in implementing it;
- Commit to training staff/madrachim/youth leaders/contractors working with children to deal with allegations of bullying/bullying incidents;
- Promote this policy through established communication methods such as Grapevine and the website, with the aim of empowering all members to be involved in creating and maintaining a safe and healthy community environment; and
- Provide support to targets of bullying, discrimination, harassment and/or sexual harassment.

**RELEVANT PROCEDURE**

The ‘Bullying, Discrimination, Harassment And Sexual Harassment Grievance Procedure’.

## Bullying, Discrimination, Harassment and Sexual Harassment Policy

sets out clear guidelines on what to do if you think you have been bullied, discriminated against or harassed as well as what to do if you are a witness to bullying, discrimination and/or harassment.

### Authorisation

Karen Tatz  
Secretary  
ACT Jewish Community Inc  
03 May 2021

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## **BULLYING, DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT GRIEVANCE PROCEDURE**

### **PREAMBLE**

This Procedure supports and supplements the 'Bullying, Discrimination, Harassment And Sexual Harassment Policy' (**the Policy**). The ACT Jewish Community Inc (**ACTJC**) is committed to a zero tolerance expectation with regards to incidents of bullying, discrimination, harassment and sexual harassment that fall within the scope of the Policy.

The following procedures exist to support the ACTJC's commitment to take complaints of bullying, discrimination, harassment, and sexual harassment seriously and to manage them professionally.

These procedures do not limit a person's entitlement to pursue resolution of their complaint with the relevant statutory authority.

### **SCOPE**

This procedure applies to the following allegations and complaints: allegations of bullying, discrimination, harassment and/or sexual harassment:

- Allegations of bullying, discrimination, harassment and sexual harassment made by ACTJC employees in relation to each other and in relation to children;
- Allegations of bullying, discrimination, harassment and sexual harassment made by members of the ACTJC in relation to children and ACTJC employees and contractors;
- Allegations of bullying, discrimination, harassment and sexual harassment made by ACTJC members when working as volunteers delivering services for sponsored functions and events; and
- Allegations of bullying, discrimination, harassment and sexual harassment by children in relation to each other.

This procedure applies during normal working and school hours, at work-related or sponsored functions, at Cheder and while travelling on work-related business. When reference is made to the 'workplace' in this Procedure, this includes for example situations such as ACTJC events, Cheder classes, CATZ programs, synagogue services etc.

The Child Protection Policy provides further guidance on situations involving children and

should be read in conjunction with this procedure with regards to matters involving children.

## **GRIEVANCE PROCEDURE**

### ***Responsibilities***

It is the responsibility of the ACTJC President to ensure that, with respect to people within the scope of these procedures as outlined above:

- They understand and are committed to the rights and entitlements of all employees to attend work and perform their duties, without fear of being bullied, discriminated against, harassed and/or sexually harassed in any form;
- They understand what constitutes an act of bullying, discrimination, harassment and sexual harassment;
- All reasonable steps are made to eliminate bullying, discrimination, harassment and sexual harassment;
- All employees, members, contractors and children are regularly made aware of their obligations in relation to providing a workplace free from bullying, discrimination, harassment and sexual harassment;
- All applicable occupational health and safety legislation is observed;
- They provide an environment which discourages bullying, discrimination, harassment and sexual harassment and set an example by their own behaviour;
- They treat all complaints seriously and confidentially;
- Any reported allegations are promptly, thoroughly, and fairly investigated;
- They take immediate and appropriate corrective action if they become aware of any offensive action or illegal behaviour;
- Guidance and education is provided, where requested and/or appropriate, to cases and subsequent decisions relating to bullying, discrimination, harassment and sexual harassment; and
- Ongoing support and guidance is provided to employees and children in relation to the prevention of bullying, discrimination, harassment and sexual harassment.

It is the responsibility of the ACTJC Board to ensure that:

- Policies and procedures are regularly reviewed and (if necessary) amended;
- Policies and procedures are complied with;
- Regular guidance and education is provided to employees regarding bullying, discrimination, harassment, sexual harassment and other such inappropriate behaviour in the workplace;
- Employees are aware of their obligations and responsibilities in relation to bullying, discrimination, harassment and sexual harassment, and the rights and entitlements of fellow employees and children that fall under their duty of care; and
- Ongoing support and guidance is provided to all employees in relation to the prevention of sexual harassment.

All employees have:

- An entitlement to work in a safe and healthy workplace and to be treated with dignity and respect;
- An entitlement to make a complaint in respect of any offensive behaviour;
- A responsibility to take reasonable care for their own health and safety;
- A responsibility to ensure they do not promote or engage in offensive behaviours and otherwise take reasonable care that their acts or omissions do not adversely affect the health and safety of other people; and
- A responsibility to co-operate and comply with this Procedure and any other relevant policy.

### ***Complaint Process***

Bullying, discrimination, harassment, and sexual harassment can occur at any level of the ACTJC. Employees, members and children who believe they are the subject of sexual harassment should take firm, positive and prompt action. Lack of intent is no defence in sexual harassment cases.

If an employee, member, or child feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The individual should identify the offensive behaviour, explain that the behaviour is unwelcome, offensive and unacceptable and demand that the behaviour stops immediately.

If the behaviour continues, or if the employee, member, or child feels or is unable to speak to the person(s) directly, they should contact the following person:

- Employees making a complaint about another employee should contact the ACTJC President at first instance;
- Employees making a complaint about a child should contact the ACTJC President, Youth Education Manager or CATZ team leader at first instance;
- Members of the ACTJC making a complaint about an ACTJC employee, contractor or child should contact the ACTJC President at first instance; and
- Children (or a parent/guardian acting on their behalf) making a complaint about another child should contact the ACTJC President, Youth Education Manager or CATZ team leader at first instance (depending on the context during which the alleged behaviour took place).

Alternatively, an employee, member, or child (or a parent/guardian acting on their behalf) may contact another member of the ACTJC Board.

If the complaint does not fall within the scope of this procedure or the 'Bullying, Discrimination, Harassment and Sexual Harassment Policy', this will be made known to the complainant and referrals will be provided to another suitable support service. The ACTJC President/other relevant person receiving the complaint will firstly provide support and ascertain the nature of the complaint and the wishes of the complainant.

### ***Internal Investigation and Intervention***

The relevant complaint recipient will explain the individual's rights and responsibilities under the ACTJC's policy, procedures and relevant legislation.

With the complainant's permission, an internal investigation may be undertaken by the ACTJC President and/or ACTJC Vice-President. If criminal conduct is alleged, see 'Procedures for Dealing with Criminal Conduct'.

If the ACTJC President is the one that the complainant contacted regarding a sexual harassment allegation, the ACTJC Vice-President or another suitable Board Member can be the person to contact the alleged sexual harasser to make them aware of the allegations that have been made against them and give them a right to respond. This approach will help avoid conflict of interest situations during the internal investigation of a sensitive nature.

Depending on the findings of the internal investigation, internal intervention such as the participation in a process of mediation, conciliation or restorative justice may be an appropriate response where a resolution is likely to be achieved internally.

This procedure will be complete when the alleged perpetrator respects the individual's request to cease unwanted and unwelcome behaviour, or when the complainant and the respondent come to an agreement on the procedure to be followed, or when the complainant accepts that the behaviour is not properly described as bullying, discrimination,

harassment and/or sexual harassment. If neither of these outcomes occurs, the organisation's formal complaints procedure should be followed.

### **Formal Complaints Procedure**

The ACTJC President (or relevant complaint recipient) may be obliged to carry out a formal investigation in relation to a complaint of bullying, discrimination, harassment and/or sexual harassment.

The formal procedure will be co-ordinated by an independent external investigator, who will be supported by the ACTJC President and Board. If there is a conflict of interest on the part of the Board, the external investigator will take steps to manage this. Should the complaint relate to the Board as a whole, it will be referred by the President to an independent external investigator.

A formal investigation involves collecting information about the complaint and then making a finding (on the balance of probabilities) based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the investigator will make recommendations about resolving the complaint or implementing disciplinary action (including and up to termination of employment).

The investigator may need to interview the parties involved (which may include the complainant, the respondent, and any witnesses) to obtain information regarding the complaint. The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.

If the investigator considers it appropriate for the safe and efficient conduct of an investigation, employees and contractors may be stood down from work or provided with alternative duties during an investigation in which case they will be paid their normal pay during any such period.

Throughout the investigation process, all parties involved in the investigation will be regularly kept informed about the investigation including the expected timeframe within which it will be resolved.

Records are to be kept and filed in a confidential and secure place. If no confidential area is available, these notes may be sealed and forwarded to the ACTJC President, and the documents will be maintained, unopened, in a confidential filing system. These records should be kept for a period of seven years. Under no circumstances will records be placed on the complainant's employee/membership file.

On the basis of the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling;
- Disciplinary action against the perpetrator/harasser/bully (e.g. demotion, suspension, probation, dismissal);
- Official warnings that are noted in the respondent's personnel/membership file;
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- Formal apologies and undertaking that the behaviour will cease;
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation – as appropriate and in line with confidentiality obligations.

Following an investigation concerning a sexual harassment complaint (irrespective of the findings), the ACTJC President will:

- Consult with the parties involved to monitor the situation and their wellbeing; and
- Educate and remind all employees, members and children of their obligations and responsibilities in relation to providing a workplace free from harassment.

If there has been any substantiated victimisation, disciplinary procedures will be followed.

***Procedures for Dealing with Criminal Conduct***

Some forms of sexual harassment (e.g. sexual assault, stalking, indecent exposure, physical molestation, obscene phone calls) may constitute criminal conduct.

Some forms of severe bullying (physical attack, for example, or obscene/intimidating phone calls) may constitute criminal conduct.

While the ACTJC is committed to treat most complaints about bullying at an organisational level as far as possible, some types of conduct are not suited to internal resolution and must be referred to police. Such complaints should be dealt with by the relevant authorities (such as the police) as part of the criminal justice system. Employees or volunteers should be advised of the option of police support or intervention.

**RESOURCES OUTSIDE OF THE ACTJC**

The following are useful resources that can be accessed outside of the ACTJC. This list may be updated from time to time by the Board.

- Kids Help Line (1800 55 1800) is a free and confidential, telephone counselling service for 5 to 25 year old’s in Australia: <https://kidshelpline.com.au/>
- Lifeline (13 11 14) is a free and confidential service staffed by trained telephone counsellors: <http://www.lifeline.org.au>
- 1800 RESPECT (1800 737 732): National sexual assault and domestic family violence counselling service - <https://www.1800respect.org.au/>
- ReachOut: online mental health service for young people and their families in Australia - <https://au.reachout.com/>
- The Australian Human Rights Commission (1300 656 419) has a complaint handling service that may investigate complaints of discrimination, harassment and bullying [http://www.humanrights.gov.au/complaints\\_information/index.html](http://www.humanrights.gov.au/complaints_information/index.html)
- What you can do to stop bullies – Be a supportive bystander: Violence, Harassment and Bullying Fact sheet: <https://humanrights.gov.au/our-work/commission-general/what-you-can-do-stop-bullies-be-supportive-bystander-violence>

**Authorisation**

Karen Tatz  
Secretary  
ACT Jewish Community Inc

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