



# SEXUAL HARASSMENT POLICY



[WWW.BREAKINGTHECIRCLE.ORG](http://WWW.BREAKINGTHECIRCLE.ORG)

## UNI Global Union is totally committed to providing a workplace free of sexual harassment.

UNI believes that Sexual Harassment is a breach of the fundamental right of an employee to work in a physically and psychologically safe environment and to be treated fairly and with respect.

### Sexual harassment, therefore, will not be tolerated.

UNI regards sexual harassment as a serious matter and not part of the normal interaction between employees.

## 1. WHAT IS SEXUAL HARASSMENT?

Sexual Harassment is any behaviour of a sexual nature which is uninvited, unwelcome, offensive or threatening, whether it is intentional or not.

Sexual Harassment can take many forms including suggestive remarks, unwelcome sexual jokes in your presence, sexual graffiti, pornographic pictures or images or uninvited sexual propositions, uninvited touching,

indecent exposure, sexual assault or obscene communications (such as in letters, telephone calls, SMS, or electronic images or transmissions) and restricting a person's freedom (standing over a person/blocking a person's only way to get away).

**Sexual Harassment in the workplace is against the law.**

## 2. WHAT YOU SHOULD DO

### Sexual harassment is unacceptable behaviour.

In the first instance any sexual harassment should be reported to the Operations Manager immediately.

Alternatively, reports may be made to an individual member of the UNI Head Office Management Team. The names and positions of current Management Team members can be found in the UNI Global Union Employee Handbook.

If you feel more comfortable, reports may be made to another person exercising authority at UNI. They then will be required to report the matter to the Operations Manager or a member of the UNI Head Office Management Team for resolution of the matter. This is to ensure that UNI is able to deal with the issue promptly and effectively.

Employees are able to consult a union representative of their choice at any time.

## 3. WHAT UNI GLOBAL UNION WILL DO

Immediate action will be taken to clarify what actually occurred to cause the complaint, with a view to resolving the issue as quickly as possible. This will be done with discretion and maintaining confidentiality, involving only those people necessary, for a satisfactory resolution.

**Immediate action will be taken to protect you from any further harassment.**

Please see "UNI Global Union Sexual Harassment Booklet" document for a more detailed explanation.

## 4. EMPLOYEE RESPONSIBILITY

**It is the responsibility of all employees to comply with this policy and refrain from behaviour which constitutes sexual harassment.**

